MP LETTER WRITING GUIDELINES

Is it worth taking an hour or so to write a personal letter or email to your MP to ask for help? ABSOLUTELY! We need to create cross party support and get the message through. Please put aside 60 mins to write to your MP and get them working for you.

AIMS

- Get MPs to understand that we cannot work until mass gatherings are allowed
- Explain why we are not covered by the £1.57 billion arts package
- Explain scale of job losses and potential collapse of entire industry
- Ask them to take action to help you

THE LETTER

- Intro - Make the first paragraph a summary to grab their attention and add a picture
- Detail – Tell them your circumstances and what you need
- Action - Ask for them to do something specific
- If you do not get a response, try and get a surgery slot with them

DO

- Make it personal
- Tell them exactly what you need
- Include any local data or your own personal statistics.
  
  *e.g. I undertook 123 projects in your constituency in the year before lockdown, contributing £123,456 to the local economy and employing 6 local people*

- Let them know what local events you work on and that they are at risk of not happening again
- Send a written letter in a plain envelope with handwritten address so it doesn’t look like a business letter
- Keep it short 1 x A4, if there is extra information then use ‘please see attached for details’
- Use a plain, readable font in size 11
- Print out the whole letter and sign it.
- Let us have a copy of the reply / fill in the politics survey
- e-mail a copy to them, but let them know it is a copy
**DON'T**

- Attack the MP or their party, this is apolitical, we need them on our side
- Use a template, make it individual

**Direct advice from a Conservative MP’s chief of staff**

Template E-mail / letter campaigns (or standards as we call them) make little to no difference when lobbying an MP.

MPs receive hundreds of emails a day - the only standards that they might get involved with (which is rare) are local issues. Generally, they will not even get to look at template campaign emails or letters.

MPs’ correspondences are always dealt with by staff.

If the group want to make an impact, I would suggest that they encourage the writing of individual emails/letters referencing local people/businesses that are impacted. Personal pertinent letters that make the recipient want to help.

It might even be worth seeking a meeting to discuss it with their MP. However, I would suggest that if they do this, they should nominate maybe two people to attend the meeting - the last thing the MPs’ office wants is five separate meetings about the same subject.