



A GUIDE TO LETTER WRITING

Writing to your MP, MSP, AM or local council is your right as a local citizen and is a critical way for all representatives to stay in touch with the concerns of their constituents. Simply taking the time to write a letter or e-mail shows that you care about an issue.

All representatives get a lot of correspondence, but they pay particular attention to letters written by their constituents. Form letters and templated letters often get weeded out because they obviously all contain the same information. They won't be ignored, but they don't carry the same weight. That's why we don't provide a template for letters; to ensure that everything you send your representatives comes from you.

The only information you must include is your name and contact details, but you should also include that you are a constituent and at least provide an approximate location. Constituents always get priority so it's important to establish that you actually are one.

Your letter doesn't need to be long, and in fact it is a good idea to keep it fairly short, but you should include your personal experiences and a good explanation of why listed buildings matter to you. You should always write personally, engaging them as a private citizen not as part of an organisation.

It's important that you make it clear you expect an answer. While all correspondence will be read, if an answer isn't needed then often one won't be given, simply to save time. Asking for their position on the issues you've discussed is a good way to ensure you will get an answer and be taken seriously. Answers might not always be positive, but even a negative response ensures that listed buildings stay on the political agenda.

When you do receive an answer, tell the club what happened. It's a great help to us to know which representatives were sympathetic to your concerns, which had never thought about listed buildings and which were not interested. The more information we have the better we can focus our work and the more success we will have.

- Introduce yourself, including that you are from their constituency.
- Tell them the reason you are contacting them.
- Give details of how the issues have affected you personally.
- Explain why they need to take action.
- Ask for a response.
- Feedback to the club.

RESOURCES

<https://www.theyworkforyou.com> – Find your MP

<https://www.gov.uk/find-your-local-councillors> - Find your local councillors

<http://www.parliament.scot/mspfinder/index.html> - Find your MSP

<http://senedd.assembly.wales/mgFindMember.aspx> - Find your AM