

Tips for writing to your MS

Email or handwritten letter?

MSs regularly respond to emails, and some prefer to correspond this way, but handwritten letters really stand out – just think about the last time you received one!

Welsh or English?

Use whichever language you and your community group is more comfortable in using.

Include your name and address

If it's your first letter to your MS, start by introducing yourself/your group. MSs only focus on concerns from their constituents, so be sure to include your address and postcode to confirm they need to listen to you, and so they know where to send a response.

Make it personal

Use your own words to explain why you care about the issue. You could talk about relevant facts and figures, explain how this is impacting your local area or include a personal story relating to the issue. This will make your letter more memorable – MSs get sent lots of things from constituents, so you want yours to stand out.

Ask your MS to do something

After you've explained the issue, it's important to tell your MS what you want them to do about it. You'll want to ask them to take action. You might also like to invite them to visit your group to see for themselves how important community action is.

Keep it brief

Be concise and get to the point quickly. Aim to keep your letter short (a page or two, max) and stick to a single issue to make it really clear what you want your MS to focus on addressing.

Ask for a response

You should ask your MS to confirm that they've acted and clarify what they've done in a response to your letter. And if you haven't received a reply from your MS after a few weeks, follow up via email or by calling their office to check that your letter arrived.

Say thanks

If your MS has done something positive, say thanks – they'll appreciate it.