


Letter template

MSs are most likely to respond to a personalised letter, and especially one written by an enthusiastic constituent who sets out why an issue is so important to them, and in turn why it should be important to them as an elected representative.

If you do need some guidance on how to set out your letter, here's a template example you could use to help you write to your MS.

<p>{Your Full Address} {Your Postcode} {Date}</p> <p>Dear {MS Name},</p>	 <p>MSs get lots of letters and emails daily. By including your address and postcode their team will be able to see you are a constituent quickly, meaning that your letter is more likely to be taken seriously.</p>
<p>We are writing to you on behalf of {Name of Community Group } and we are constituents of {name constituency}. {If your group has engaged with the MS before, perhaps by hosting a visit, or writing to them previously, mention it here.} We are writing to you today because we are interested in {the Welsh Government's consultation about the use of funding from the Dormant Assets Act and the possibility of the money being used to support community action}. This is something that's particularly important to our group as {explain key reasons and any personal experiences that have informed this}. The funding will allow us and groups like us to continue essential work such as {provide examples}</p> <p>We are asking you to highlight the benefits of money from from the Dormant Assets Act being used to support community action in Wales.</p> <ul style="list-style-type: none">• {bullet point list of clear actions} <p>We know you're already a strong champion for community action and hope that you will continue to support small and local community groups.</p> <p>We look forward to hearing from you.</p> <p>Yours faithfully, {YOUR NAME}</p>	