Dear [XXX],

I hope this finds you well.

[Outline in a sentence the reason why you’re writing]

As my MP, I’m writing to ask you…

[Say why this is important to you/in your community/what you are planning on doing]

For example: We have been working to improve housing in the area, which as you will know is very old and many residents struggle with rent. We have put forward proposals to establish a co-housing project which would create 40 new affordable homes and improve social cohesion in the community.

[What is the problem?]

For example: We are currently in the process of purchasing some land from the council, although we have been struggling to get them to engage properly in the process as they say they are too busy with other things.

[How can the MP help you to solve this problem?]

For example: We would really appreciate your support with our proposals and, if possible, your help arranging a meeting with the council so that we can buy the land and begin the process of building the homes.

[Do your research to see if your MP has been supportive of similar issues].

For example: I know you have also been fighting to...

Thank you for your time. We look forward to hearing from you in due course.

Yours sincerely,

<Name> <Address>