



Writing letters

The main thing to bear in mind when writing a letter is to be as brief as possible, put your key messages at the beginning, focus on one single issue and be clear about what you're asking that person to do. It's also helpful to say how that issue affects you personally.

If you're writing to your local health organisation, state that you're sending a copy to your local politician and make sure you do this. They'll be interested to know what's going on in their area and may be able to help.

If you're writing to your local politician, their Secretary or Researcher may be the person that gets back to you so they are useful people to have as contacts.

Even if your politician can't help you directly, they can be a useful link to other people, for example, you can ask your politician to pass your letter on to a certain Minister on your behalf who has responsibility for the issue you're raising.

Letter writing tips

- Be straightforward and polite.
- Don't feel the need to use formal or technical language.
- Include phrases at the end of your letter that encourage a reply e.g. 'I look forward to hearing your views on this issue.'
- Make sure you have a clear request – what you would like them to do once they've read your letter.
- You don't have to be an expert on a subject to write a letter to bring about change. If you are personally affected or care passionately about an issue then your letter will be valuable.

- Keep it short and sweet, one side of A4 maximum. If you need to include any further information to support your letter, you can enclose it on additional sheets (for example, copies of other relevant letters).
- Include your address, even in an email, so that they can get back to you.

What to do with the response

- You may get a positive response with a promise of action, in which case follow the letter up with a positive reply.
- You could receive a generic response to your letter. If you're not satisfied that your questions have been answered, write back politely saying that you were unhappy with it and be specific about what you want them to do next.

How to find your local politician

To send an email to your local politician you can use the free online service www.writetothem.com

If you'd like to post a letter, you can find the address of your local politician if you live in England, Scotland or Northern Ireland here www.theyworkforyou.com

Or you can find the address of your local Welsh Assembly Member here www.assemblywales.org/memhome/member-search.htm

For details on how to contact your local health service contacts, see our *Who to target* guide

[See next page for example letter.](#)

Was this guide helpful?

Get in touch with any feedback you have, positive or negative, so we can make these guides as useful as possible. Email campaigns@bhf.org.uk

CREATE CHANGE



Example letter

Your politician's Name
Your politician's address

The date

Dear Mrs/Mr ****

I am concerned about (the issue you are writing about).

This affects me because (let them know how this issue has affected you, your family or your community).

Summary of the problem in clear and non-technical language.

I would be grateful if you could raise my concerns with (a specific minister or your local health organisation), who I believe is responsible for this issue. I look forward to your response.

Yours sincerely

Your Name

Your address
Your email address and contact telephone number