



Writing to your MP

Address your MP formally - make sure that you've spelt their name correctly and are using their correct title. Putting your address in the top right corner and theirs in the top left helps show that you are official and based locally. Find information on your MP [here](#) or use [CEE's interactive national map](#) to identify your project and the relevant MP. Remember that if you have multiple projects they may fall within different constituencies and you can approach all of them!

Add a subject line - this helps focus the reader on the letter, and what it is asking for

Introduce yourself - where you are writing from and why. You want to make a good first impression and be clear about what you want. Try to be specific as a time-sensitive letter will be more likely to get a positive response - otherwise, you risk not being seen as a priority.

Talk about your project - talk about how it helps to reach net-zero (renewables, retrofits, transport - it could be any of these and more!) and the other unique features of the project in terms of social benefit and climate awareness. This is a chance to brag, so use it!

Talk about community energy more generally - if you're running out of space, this area can be cut back, but remember that not all MPs are aware of community energy projects, and some outlines will be useful.

Set out your asks - what do you want from this letter? Sending a letter for awareness is not without its uses, but it's unlikely to be brought before an MP if there is no request accompanying it. The first stage of interacting with your MP is usually to request a meeting or visit, and then when you have them in front of you you can go on to make more specific requests. Think about what might be best to invite them to (your new flagship turbine, for example), and try to make it as exciting and media-friendly as possible.

Sign off - end with a formal sign-off ("best regards", "yours sincerely", rather than "Cheers"). Then add the names of the signatories along with addresses and postcodes (you will need to be based within the constituency in order to get a response from the constituency office)

- Make sure it is well presented - think about your formatting, add an address, and make sure you spell their name correctly! This will help it look professional and will help you be taken seriously.
- This might look a bit different if you've already interacted with your MP before
- This is just a guideline! Don't feel constrained by it, but bear in mind to keep your letter focused and concise.

Additional Tips:

Save this letter as a PDF, and attach it to an email to be sent to your MP. You're best off sending it out on a Monday so that they have time to read and respond before you follow up. Give them a couple of days to respond, then follow up with a phone call.

As you're contacting your local MP, you are always best off contacting them **at their constituency office**, especially if there is a parliamentary recess. This is the best time to invite them for a visit as they are spending more time in their constituencies!

Keep going until you get a response - MPs have a lot of competing claims on their time - make sure your voice doesn't get drowned out. If it's a negative response, it's always worth trying again once enough time has passed. Don't give up!

Any questions? Please contact Flora at f.robertson@communityenergyengland.org - we'd love to hear from you!