

Date

Insert title (Mr/Mrs/Ms/Hon.) and initials of MP

Member for (insert)

Address of your MP

Note: you can easily source the above information via a Google search as each MP has their own webpage.

Dear (Sir/Madam or Mr/Mrs/Ms/Hon last name),

Introduce yourself and briefly outline what you are writing to them about i.e. *'My name is Mark and I am the owner of Mark's Fishing Charters in Renmark. As a tourism operator and constituent in South Australia, I am writing to voice my struggles and distress regarding the recent snapper fishing ban.'*

Expand on your issue incorporating relevant and reliable facts / statistics to persuade and support your argument.

Here you can include relevant anecdote/s to explain how this issue is personally affecting you and others. Incorporating emotional storytelling in conjunction with factual information can be extremely powerful when attempting to persuade someone and helps bring the issue to life. It is also important to emphasise that your MP's stance on this issue will impact the way you vote in future.

If your MP has made some positive steps, be sure to acknowledge these. Then explain what urgent action you would like them to take, highlighting what needs to change and why. Remember to be brief, clear and objective!

It also pays to be realistic with your request for action. Examples could include speaking about the issue in Parliament, raising the issue with the relevant Minister, talking about the issue in the media to grow awareness, etc.

Conclude the letter by stating that you look forward to their response. Provide an email address and contact number so that the MP can respond.

Sign off (Yours sincerely),

Insert your signature

Insert your full name

Note: wait at least one month for a response. If you do not hear anything after a month, contact the MP's office to remind them about your letter and ask when you can expect a response. If you still hear nothing, be persistent and call again in two to three weeks.