

# [THE TITLE OF YOUR LETTER]

[your address] | [your parent's telephone number] | [your parent's email address]

**Dear [MP's name]**

I hope you are well and don't mind me being in touch.

My name is [your name] and I am writing to you today to ask for your help on something that is very important to me and my family.

I would like your help with [the issue you're writing about], and these are the reasons why:

Reason 1: [first point about why it's important]

Reason 2: [second point about why it's important]

Reason 3 [third point about why it's important]

Please could you reply to me with the steps you will be taking to address my concerns. If you are able to please could you escalate my worries to the relevant parliamentarian or department and keep me updated with any progress.

I'm looking forward to hearing from you soon.

**Best wishes,**

**[Your name]**

**[Your age]**