Campaigning for change – letter and email templates

# Letter template

Name of person / company you are writing to

Their address line 1

Their address line 2

Their address line 3

Their Postcode

Date

Your name

Your address line 1

Your address line 2

Your address line 3

Your Postcode

Dear (use the name of the person or use their title, e.g. ‘Dear councilor’),

**Title of letter** (this should tell the person receiving the letter what it is about, e.g. ‘Complaint about excess packaging’)

Main part of letter (here you should tell the person why you are sending them this letter, what it is you want them to change and why they should change it. You could include why you think it is their responsibility to make this change. Make sure you don’t use text speak or inappropriate language.)

Thank the person for their time in reading the letter, e.g. ‘Thank you for your time’.

Add a closing statement, e.g. ‘We look forward to receiving your response’.

Sincerely,

Write your names here.

# Email template

**Subject:**

Make this short and clear, e.g. ‘Complaint about excess packaging’

**Email text:**

Dear (use the name of the person or use their title, e.g. ‘Dear councilor’),

Main part of email (here you should tell the person why you are sending them this letter, what it is you want them to change and why they should change it. You could include why you think it is their responsibility to make this change. Make sure you don’t use text speak or inappropriate language.)

Add a closing statement, e.g. ‘We look forward to receiving your response’.

Thank you in advance,

Write your names here.