**Template letter for board of trustees to send to MP**

Use your headed paper and send by post or save as a PDF and attach to an email. Alternatively, copy and paste the text into an email from your charity’s email account.

We know that MPs are interested in issues that affect their constituency so please adapt the letter to include details about the work your charity does in the MP’s constituency and the positive benefit your efforts bring to the community you work with.

The sections in red text are where you need to add information to fit your own local area and circumstances.

Thank you!

Dear **[Insert name of MP here]** MP

We are the trustees of **[insert name of charity here]**, a charity which is **based in/works in** your **[insert name of constituency here]** constituency.

**Insert a paragraph here explaining the people you support, the work you do and the positive impact your efforts bring to the area/people.**

**If you can, insert some statistics to support your statements, such as**

* **In the last year, we have worked with over 200 young people aged 14-21 who were at risk of being drawn into knife crime, supporting them to develop positive self-esteem, be aware of risks and take part in diversionary activities.**
* **Over the last three months, we have changed the focus of our work. With the help of our volunteers we have delivered over 1200 food parcels to people shielding from the coronavirus and provided befriending phone calls to 70 people shielding and living alone, who were extremely isolated.**
* **Before the coronavirus outbreak, we provided 4 group sessions a week for people living with dementia, to provide friendship and a safe place to be. Our sessions were attended by around 60 people a week, all of whom lived in their own homes, from the ages of 49 to 84. By providing this support we also enabled around 60 carers to have a short period of respite each week, in the knowledge that their loved ones were being looked after.**

We know that you will be aware of the huge amount of work done by charities and voluntary organisations in our society. Even before the coronavirus outbreak, the charity sector across England provided xxxx hours of volunteering to numerous communities. According to Andy Haldane, Chief economist with the Bank of England, charities alone contributed an estimated £34bn to the economy. Here in the **[insert name of constituency]** constituency, our charity is just one of many organisations contributing to the social fabric of our area, and enabling people to give their time, skills and money for local benefit.

As we start to move from the crisis to the recovery, we are keen to play our part. We know that charities are **#NeverMoreNeeded** than now, as a full recovery from the impact of the coronavirus outbreak will take a huge amount of effort from the public, private and voluntary sectors.

Will you add your name to the **#NeverMoreNeeded** campaign to show your support for the charity and voluntary organisations, like ours, that add so much to our communities?

Insert one of the following paragraphs, and adapt as necessary:

**We would like you to come and visit our charity to see for yourself the work we do, and meet some of the people we work with.**

**We would be grateful if you could meet [a small group of] our trustees to learn more about the work we do, the impact we have had and the challenges we are facing. We’d also like to tell you more about our plans for the future.**

Yours sincerely

**[Name of Chair]**

**Chair of Trustees**

**Other signatories**