

Writing to your Member of Parliament (MP)

Before you write your letter

Identify the problem. What do you want the MP to help you with? What would you like to happen as a result? Is this something that your MP will be able to help you with?

Identify the goal. When campaigning for positive change, or the prevention of negative change, it's important to identify what you want your end goal to be, and then identify the stepping stones that will help you reach this goal. Ensuring that those making the decisions are aware of how this change would affect local people and users of a service is an important first step.

Find your MP. You can find the name and contact details of your local MP [here](#). Most MPs also have websites, which will contain details about their interests, when they hold their local surgeries, and how to get in touch with them.

Surgeries. MPs hold regular surgeries in their local constituency, where constituents can meet with them and discuss local issues. Consider making an appointment to meet with your MP here. This will usually last ten minutes, so prepare for it as you might for an appointment at the doctor: consider the most important points that you want to get across in the time you have. The details of surgeries might be on the MP's website, but if not, you can contact their office to make an appointment.

Show wider support. This can be from other organisations and individuals affected. This will help you build a broader picture of the challenges, as well as strengthening your voice and showing this issue affects many people.

Do your research. Our glossary of terms might be useful for navigating some of the jargon and acronyms. Your MP might have no prior knowledge about the issue, or even about eating disorders, so try to give them a good overview so that they can understand the problem.

Writing your letter

These top tips will help you to structure a letter, or meeting.

- Keep it concise – try for a maximum of one side of A4.
- Give a key 'headline' and outline the situation, explaining why you are writing.
- Briefly outline the current situation. Outline the issue and any proposed changes.
- Talk about how the current situation or any changes will affect you/your family, and if possible, mention how many other people this will affect.
- Discuss what you would like to happen.
- Be sure to include your contact address, telephone number and email address.
- Ask for an appointment to discuss the issue.
- You can send this via post or email. You can always send again via email when following up.
- Encourage others affected by this issue to write to their MPs too.

After you have sent your letter

It can take time for your MP to respond, so be patient. If you have not heard within three weeks, you might want to give them a telephone call to follow up the enquiry. Remember, if you need any more support you can contact one of the campaigns team via campaigning@beateatingdisorders.org.uk.

Template letter

[Your name]
[Your address]

[MP's name]
Constituency Address 1
Constituency Address 2
Constituency Address 3
Constituency Postcode]

[Date]

Dear [MP's name],

Introduction – Explain why you are writing and what you are asking for (briefly), and if you would like to arrange a meeting.

Outline the area – Introduce any important legislation or new initiatives that are relevant to why you are writing. Discuss why you are interested, such as a personal connection.

Outline the issue – Explain your main concern(s) about your area. For example, these might be about delays in getting referred to a specialist team, or about waiting for treatment once referred. Try to keep this short, with just one or two main points.

What would you like them to do – You might ask them to contact the CCG to find out what progress is being made regarding this issue, and the implementation of any key legislation.

Arranging a meeting – If you feel able to, explain that you would like to meet your MP to discuss the issue further, and ask them to contact you to arrange a suitable time.

Contact and thanks – Provide your email address and telephone number. Thank them for their help, and let them know that you look forward to their response.

Best wishes,

[Your name]

Example letter

Vicky Horne
Beat
1 Chalk Hill House
19 Rosary Road
Norwich
NR1 1SZ

Clive Lewis
20 Bank Plain
Norwich
NR2 4SF

Tuesday 28 March 2017

Dear Clive,

I am writing to ask for your help with improving access to local treatment services for people with eating disorders in Norwich South. I would also like to arrange a meeting with you to discuss this issue.

The recently published 'Eating disorders – recognition and treatment' National Institute for Health and Care Excellence (NICE) guidelines outline that GPs should refer to specialist treatment providers 'without delay' if an eating disorder is suspected. We have seen from the newly released Access and Waiting times data that children and young people in Norfolk are still facing significant delays in receiving treatment once referred. Unfortunately, the picture might be even worse for those over 18, as there is no timescale set for adults. The existing recommended therapies are more effective at an early stage of an eating disorder's development, and individuals can better engage with treatment, so it's important that once referred, people are able to access treatment straight away.

As Campaigns and Engagement Officer for Beat, the UK's eating disorder charity, I am keen to see that the new NICE guidelines are implemented effectively and that patients, once referred, are not subject to a long wait before treatment is able to start.

Would you be able to write to Norwich Clinical Commissioning Group to find out what progress they are making towards implementing the new NICE guidelines in their GP practices, and what plans they have for addressing the waiting time for specialist eating disorders treatment for children and young people, and also for adults?

I would very much like to meet you to discuss this matter further. Please could you contact me to arrange a suitable time?

You can contact me at [email address] or on [telephone number]. Thank you for your help with this matter – I look forward to your response.

Best wishes,

Vicky