**Letter to**

**decision-makers**

**Top tips:**

* Usually the decision-maker will let you know how long they’ll take to respond – this might be via an automated reply to your email, or on their website. If you don’t receive a response in this time, you can email or write again and chase them for a response.

* Letters don’t have to be too formal – if you want, you can use more formal language. But as long as you keep your letter or email polite, you can write however you want to.
* Be sure to set out what action you’d like the decision-maker to take   
  on your issue, and how they can help or support the campaign with   
  the changes you’d like to see.

[Your address]   
  
(The decision-maker needs to know that you live in the area they have responsibility for.)

**[Name of   
decision-maker]**

[Address of decision-maker]

(Optional) [Reference number]   
  
(If you’ve contacted the decision maker before about this issue and were given a reference number, you can include that too.)

[Date]

**Paragraph 1**

[Explain your issue using your campaign key messages. You should also include some information about MS in here – [you can find key facts about MS on our website](https://www.mssociety.org.uk/what-we-do/our-work/our-evidence/ms-in-the-uk).]

**Paragraph 2 – evidence**

[Include evidence and personal stories you’ve collected to back up your campaign.]

**Paragraph 3 – action**

[Make sure you include what action you’d like the decision-maker to take, or the solution you’d like to see.]

**Sign off**

[You can give your contact details here and thank the decision-maker for their time.]

**The template on the next page is blank,   
for you to use for your campaign**

[Your address]

**[Name of   
decision-maker]**

[Address of decision-maker]

(Optional) [Reference number]

[Date]

[Explain your issue using your campaign key messages. You should also include some information about MS in here – [you can find key facts about MS on our website](https://www.mssociety.org.uk/what-we-do/our-work/our-evidence/ms-in-the-uk).]

[Include evidence and personal stories you’ve collected to back up your campaign.]

[Make sure you include what action you’d like the decision-maker to take, or the solution you’d like to see.]

[You can give your contact details here and thank the decision-maker for their time.]