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|  |  | [Type the sender name]Your postal addressYour best contact numberYour email address |
| 🞂 | Check <https://www.parliament.wa.gov.au/parliament/memblist.nsf/WAMembers> for the correct, full title of the member you are writing to and put here. |  |
|  | Electoral office (Electorate) OR Legislative office (Parliament House) addressPhone number for addressed officeListed email address for office |  |

To Dr/Mr/Mrs/Ms/Mx Member’s last name,

My name is … and I am a member of your electorate of …

Let the MP know if you have met, voted for or assisted with their election campaign (but leave out if you haven’t!)

I am concerned about the impact that … is having on our community and would like to express my thoughts/opinions on this matter.

Clearly state the purpose of your letter. For example: ‘I am writing to urge your support for/opposition to…’ OR ‘I am writing to ask you to support/ oppose …’

If your MP has made any positive steps in this area, you can thank them for the action they have already taken. Then explain what else you would like them to do. Clearly state the facts that highlight the need for urgent further action. Give them a reason to act!

Here you can explain the details and facts of the issue, the impact it is having on you, your family, and/or your community. You can also explain the impact of any relevant legislation passing/being blocked that is relevant to this issue.

Members of Parliament (MPs) can represent their constituents in several ways. They can:

* introduce a bill to change the law or propose an amendment to a bill to change the law
* participate as a member of a committee to deal with a particular bill or issue
* speak in a debate in Parliament about a bill or an issue, or ask a government minister a question
* request consideration of matters by, or ask a question of, a person or organisation
* table a petition in Parliament

Here, you can request a response, advise that you are just writing to bring attention, or advise if you would like to meet in person to further discuss the issue.

Remember to keep your letter brief, polite, genuine and to use facts, evidence and research to back up what you are asking wherever possible. Generic sample letters, postcard campaigns and emails are usually considered to be less effective than a handwritten or printed and signed letters. Personalise samples if you want to use them, and include your own views and experience, and use your own words.

Yours faithfully,

**Your first and last name** (Your pronouns)

Your role (concerned citizen, member of electorate, nurse, teacher, student, health consumer)

Date