

Dear (*name of contact. Try to avoid Sir/Madam or "To whom it may concern"*),

My name is (*name*) and I am writing on behalf of (*your Guild*) Townswomen's Guild *and/or* as a local constituent (*if writing to an MP*) to express concern over/support for (*topic you intend to address – ideally stick to one topic per letter*)

(*Your introduction will vary depending on who you are writing to and whether you are asking them for something or offering assistance to their aims*)

Townswomen's Guilds (TG) is the second largest UK women's organisation with roots in the suffragist movement. We campaign on a variety of local and national issues, **and here you should introduce the specific mandate/campaign which relates to the topic of your letter**. Should you wish to learn more, the national TG website can be found at www.the-tg.com **You may add a link to your own Guild's website or Facebook page if you wish**

The next paragraphs should focus on the topic you have chosen and your concerns. Try to tailor this section depending on who you are writing to and, unless you are writing to a national body, try to concentrate on your local area and the impact your chosen topic has on local residents. Try to limit yourself to two or three major points and give each separate point its own paragraph

Your next section should focus on what you expect from the person you are writing to or, if you are looking to work alongside another organisation, what you can offer to them. In both cases, show your willingness to get involved with any local campaigning activity – you could even invite them to a Guild meeting to discuss things more fully.

I appreciate that you are incredibly busy and would like to thank you for taking the time to read my letter. I would be grateful if you could let me have a response within the next week or two (*if email*)/within the next two to three weeks (*if letter*). If it would be easier for you to respond by telephone, my number is *your contact number*.

Yours sincerely,

(*If writing a physical letter, you may want to leave space to include a hand-written signature*)

Your name