

TEMPLATE FOR LETTER EMAIL TO COUNCILLOR

INSTRUCTIONS

This email template is for people who want to write to their Councillor about tackling food poverty. However, the same structure could be used for any issue you care about. Follow these steps to use the template:

1. Add your details to the subject line
2. Add your Councillor's name
3. Add / Amend all details highlighted in the body of the email
4. Sign off with your details
5. Copy and paste the content into a new email
6. Add the subject line
7. Use <https://www.gov.uk/find-your-local-councillors> to find your Councillor's email address
8. Send!

ONLY EMAIL THE CONTENT BELOW THE LINE

Subject: Letter from [Constituency], [Full Name], [Postcode]

Dear Councillor [Name],

My name is [Your Name], and I am [Your Role, e.g., a parent/young person/student] from [Your Location]. I am writing to express my concern about the growing issue of food insecurity in our community and its impact on local families. I would like to meet with you to discuss how we can address this urgent challenge together.

This issue is deeply important to me because [EXPLAIN KEY REASONS OR EXPERIENCES, e.g., "I've seen families in our area struggling to provide nutritious meals, especially as the cost of living rises"].

To tackle food poverty in [Your Area], I urge the council to take the following actions:

- **[Sample Action 1] Auto-enrollment for:**
 - o Free School Meals for all children, starting with families on Universal Credit.

- o Introduce a refreshed Healthy Start program with auto-enrollment.

I hope to work with you to explore these solutions. Could you share your perspective on these recommendations and let me know what steps the council is taking to address food poverty in our community?

Thank you for your time and commitment. I look forward to your reply.

Best regards,

[Your Name]

[Contact Details]

[Your Post Code]