

Your address

Line 2

Line 3

Their Name

& Address

Line 2

Line 3

Date

Dear X (Full Name),

Re: Insert here what this letter is regarding

Reason for writing

- Address only one issue per letter. This will have more impact and receive a quicker response than one covering multiple issues
- Use non-emotive language
- Keep this short and to the point.

Facts of the case

- Make it personal! Include your experience with the issue.
- Provide accounts, references and/or evidence of the issue.
- Are there more people who feel the same way?
- Keep this short and to the point.

What you would like to happen next and when

- Ask for something specific
- Ask for one thing

Sign-off

Yours sincerely,

Full Name