

### **Top letter-writing tips**

1. Do as much research as possible before you write your letter so you can clearly set out your argument. As well as information on the RSPCA website, there are lots of other organisations' websites to look at, such as the RSPB, Natural England and the Woodland Trust.
2. Before writing your letter, research what your council currently does about the issue you want to address.
3. Keep the style formal and make sure you check spelling and punctuation. You could either use spell check or get an adult to read what you've written.
4. Keep the letter focused on the issue you're writing about and no more than two pages.
5. If you're typing your letter, use a clear black font and in no less than 12pt to keep it easy to read.

Make sure you research the correct place to send your letter to. Is it a specific person or a department that needs to receive it? This will make sure that it gets to the right place to be read.

Below you will find a template that you can follow with how to construct your letter. The template can also be used to write an email if you would prefer to do that. If you do write an email then you can leave out the addresses at the top of the letter.

Their address

Your address

Dear Sir/Madam - *Or insert the name of a specific councillor if you know it*

**Write the subject of your letter here e.g. Creating more wildlife-friendly areas**

***Part 1 - Explain why you are writing***

- Set out the topic you're writing to them about.
- Tell them why you think this topic is important and what it means to you. Outline the impact that this issue is having.
- It's a good idea to include examples, facts or figures to support your argument. Include as much information as you can.

***Part 2 - Enquire about the current and future status from the council***

- If you can't find out what your council is currently doing about this issue then enquire as to what their position is.
- Ask whether they have any plans in the future to address this issue.

***Part 3 - Provide suggestions for a resolution***

- Give suggestions for the council to consider doing, e.g. taking part in No Mow May. What would you like to see them doing about it? How will this action improve the environment for wildlife or improve animal welfare?

I look forward to receiving your response.

Yours faithfully

*Add your name*