[Include your home address here]

[Date]

Dear [full name of MP, as written on their government profile],

My name is [name] and I am writing to you as a constituent of [constituency e.g. Stoke-on-Trent Central]. I work as [role e.g. Financial Support Advisor] at [organisation e.g. Kings College London]. I’m writing to you to ask for your support for [very brief summary of the issue].

[Provide a summary of the issue, using factual evidence where possible].

[Explain your position; why does this issue impact you? Why do you feel strongly about this? Do you have any contextual examlples?]

I see first-hand the impact of these decisions on students. We are already seeing significant increases in students experiencing severe financial hardship. [You may want to include contextual anonymised examples of students you’ve supported this year]

I’m also very concerned about the additional workload pressure our team will inevitably face next academic year, as it’s anticipated that we will see even higher numbers of students needing financial support. [You may want to include contextual examples of pressures that your team is facing due to the increase in students accessing financial support]

We need these issues to be discussed in parliament, so that the Government can no longer ignore the severity of [state the issue]. As my MP, I kindly request that you:

* Raise these issues to the Government in parliament on behalf of [for example, all the students and University support staff] in your constituency, asking how they will mitigate the impact of [state the issue].
* Raise this issue within your party, asking your party’s leadership to take action to protect [for example, students’ rights] and incorporate support in the areas outlined above into your party’s policy.

Thank you for your support.

Kind regards,