

[insert name], MP (only use Hon if they are a Minister)
Member for [electorate] (or Senator, or Minister for ...)
[date]

Dear [MP's name],

Introduce yourself: Say you are a member of their electorate, or if not why you are writing to them rather than your local MP. It can also be helpful to briefly set out your relevant connections in the community, such as whether you're a student/parent/grandparent, have lived and/or worked in the electorate for a long time, or your involvement with local organisations.

Why you are writing: Make it clear what your specific concerns are and set out them out briefly in your own words. You can keep this simple, or if you want to you can refer to your own personal experiences with the issue and highlight how this issue affects the broader community.

What you want: State clearly what you want the MP to do. Phrase your "asks" as questions that require an answer.

(If you would like, this is a good place to ask them to support the areas that Darebin is asking for a commitment in, eg:

Would you please commit to support the following?

- The setting of a target of 100 per cent renewable energy by 2030 to meet all Australia's energy needs, foster new industries and support a just transition away from dirty power.
- The reform of planning laws and building standards to mandate that all new construction and major renovations and extensions on existing buildings deliver net zero emissions outcomes by 2023 including the removal of all mandated requirements to connect to gas.
- All products and packaging sold in Australia to be made from fully recycled material by default.
- All roads and footpaths to be made with fully recycled materials.
- An investment in infrastructure to support the transition to all electric cars, buses and trucks by 2025 and support local manufacturing of all types of road transport vehicles.)

Provide your contact details: Either 'I can be contacted on [insert phone number] or at [insert email address].'

Or under your name below.

Yours faithfully,

[name,
address,
phone] must be included if you want a reply