The Kennel Club’s Guide to Letter Writing
Writing to your Member of Parliament at Westminster (MP), Member of Scottish Parliament (MSP), Welsh Assembly Member (AM), or Northern Ireland Member of the Legislative Assembly (MLA) will inform individual politicians about important campaigns and therefore enable pressing issues to be taken up in parliament much more effectively.

While we know that it is much easier simply to copy a letter and send it off, your parliamentary representative is far more likely to take notice if you write your own letter. Use the guideline below to draft your own letter:

[YOUR HOUSE NUMBER AND STREET]  
[TOWN]  
[COUNTY]  
[POST CODE]  

[EMAIL ADDRESS]  

[PHONE NO.]  

[NAME OF POLITICIAN]  
[PARLIAMENT OR ASSEMBLY ADDRESS]  

[DATE]  

Dear Xxxxxxx,

Paragraph 1: Why you are writing
The first paragraph of your letter should always introduce your concerns to your parliamentary representative. For example:

‘I am writing to you regarding the issue of [INSERT TOPIC], to ask that you support the Kennel Club’s campaign to...’

(This information can be found on the relevant campaign page of the ‘Kennel Club’s website)

Paragraph 2: What you want to change
Each of the campaign’s pages on the Kennel Club’s website outlines the organisation’s official position and what is being done to try and push for change. This information can act as a guideline for telling your parliamentary representative how existing legislation needs to be amended.
If you are writing to request that your parliamentary representative support the Kennel Club on a specific issue, you may wish to use something along the lines of the following wording as an introduction to the paragraph:

‘The Kennel Club acts as a voice for thousands of dog owners across the United Kingdom. Supported by its vast expertise and experience on dog-related matters, the Kennel Club is proposing the following…’

…then write a bullet-point list into your letter.

**Paragraph 3: Why these changes are necessary**  
Providing politicians with evidence will demonstrate that your concerns are valid. Use facts and figures to support your argument, and describe any personal experiences that you may have had to make your case even more powerful.

**Paragraph 4: Action points**  
Tell your parliamentary representative the line of action that you wish them to take on this matter. This could be taking the matter up with their party, raising the issue in parliament, signing an EDM or supporting a specific Bill. If you are unsure what to write in this paragraph, contact the KC Public Affairs Team for advice.

**Paragraph 5: Signing off**  
Request a reply. You may also wish to arrange a face-to-face meeting to discuss the issue further. Then all that is left to do is sign off:

‘I look forward to hearing from you.

Yours sincerely,

[INSERT YOUR NAME]’

**Once you have received a reply**  
To help keep us up-to-date on which politicians are aware/supportive of our campaigns, please photocopy or summarise the response you receive and send it to us by email or by post to: The Kennel Club Public Affairs, 1-5 Clarges Street, Piccadilly, London, W1J 8AB.

If your parliamentary representative has agreed to meet with you, read our five-step guide to a successful meeting.

**Useful links**

- Find your MP
- Find your MSP
- Find your AM
- Find your MLA