[INSERT YOUR ORGANISATION’S LOGO HERE]

Name of your MP

Your MP’s office address

City

Postcode

23 November 2022 [change to the date on which you are sending the letter]

Dear [First name of your MP],

**Introduce yourself and your organisation, and state why you are writing this letter.**

For example:

“I am writing to tell you about the difference that the Energy Bill Relief Scheme has made to the charity that I run and to our shared community, and to urge you to write to the Secretary of State for Business, Energy, and Industrial Strategy, the Rt Hon Grant Shapps MP, about why it is so important to extend support for charities beyond March 2023. The review of the Energy Bill Relief Scheme is due to be published in December and time is running out to ensure charities and communities are not left behind.”

**Describe your organisation (keep it brief!):**

* Where do you operate? Make it clear that you are based in the MP’s constituency.
* What do you do?
* Who do you support? Approximately, how many people do you support?
* What impact do you have? Why is your organisation important to your (and your MP’s) community?

**Now describe how the cost of living crisis is affecting your organisation, for example:**

* Are you seeing increased demand for your services?
* Are you having to pay more for fuel, food, transport, etc.?
* Are you finding it difficult to recruit staff and volunteers?
* What impact are these challenges having on the people and communities that you work with? How are you responding to these challenges?

**Now explain the difference that the Energy Bill Relief scheme is making (if any) to your organisation:**

* How much have your energy costs increased compared to last year?
* How much money are you saving on energy because of the scheme?
* What are you able to do with that money instead?
* If the scheme has not helped, why?

**Next, tell them about what will happen if your organisation does not receive any more support after 31 March 2023:**

* Why is it hard for you to meet the rising cost of energy without additional support? Why can’t you pass on the cost to your beneficiaries?
* If you have projection or quotes for the cost of your energy in 2023, please include them.
* What difficult decisions will you have to make?
* What will the impact be on you and the communities you work with?

**Close by restating the reasons you are writing, for example:**

“Our community will suffer if [my organisation] is no longer able to provide services that people rely on. I would be very grateful if you could write to the Rt Hon Grant Shapps MP as a matter of urgency to share my organisation’s experiences with him and urge him to provide more help for charities after the Energy Bill Relief Scheme ends in March. He must listen to charities – we have strong relationships and unique insight within our communities, and nobody will be left to pick up the pieces if we cannot.”

Yours sincerely,

[INSERT E-SIGNATURE HERE]

[Your name]

[Your job title], [Your organisation]