

Letters and Meetings

Writing a Letter or E mail

Writing a letter can be an effective way to draw attention to an issue and could convince the recipient to take action or to join your campaign. If you're writing to a politician they could take up the matter in the UK Parliament, the Senedd or in your local Council.

You might also want to write a letter as an opportunity for your group to request a meeting with a person you want to influence, or to invite a them to an event. Here is a guide to writing a letter and arranging a group meeting:

1. **Find the right person.** It can be tricky to know the right person to contact. Some issues sit in Westminster with MPs. Some are held in the Senedd, so are the responsibility of Members of the Senedd. However local Councils are also charge of some local issues. You can refer [to our fact sheet](#) for more info, and ask for help from a supportive adult.
2. **Research.** Research what the person thinks about different issues. Then you can approach the issue in a way so they agree with your concerns. For MPs in Westminster, you can see their voting records here: <https://www.theyworkforyou.com/>, There will also be media coverage of them speaking online. Remember to refer to the [finding facts resource](#) when researching, making sure that you're finding good sources of info.
3. **Plan.** You could use this plan for your letter:
 - Paragraph 1: Set out what the issue is you want to change.
 - Paragraph 2: Say why it should change, use facts and opinions.
 - Paragraph 3: Explain any solutions or what you'd like them to do.

TOP TIP: 'cc' (include) the Children's Commissioner into your letter so that Sally knows about your campaign.

You can ask a peer or an adult to look at your letter. There are also templates online if you don't know where to start or want to base your letter on a good example.



Setting up a Meeting

This will help your group invite a politician or somebody else you want to influence to a meeting. It will also be helpful if you set up meetings with people in your community, for example, your **Head teacher** or members of a **school Governing Body**, a **community leader** or a **business leader**.

1. **Make sure you're safe.** Inform a trusted adult and talk through the meeting with them before organising anything.
2. **When and where.** If your group is inviting somebody to a meeting make sure it is in a safe place that you can travel to easily and safely. Make sure you discuss it with a trusted adult. They could go with you.
3. **Be strategic.** Decide what your main message is that you want to get across about the issue, and how you'll be persuasive. You'll want to make sure you know as much as you can about the issue so that you can understand the impact of changes. For example, if you know that opening a green energy facility in your area would create 500 new jobs, you can use this as a response if they argue against closing an unsustainable power plant because of the loss of 300 jobs.
4. **Use an event.** Is there a campaign event you could set up or use, for example an assembly, an art display or a music performance? Could you invite them to attend and to have a meeting with you afterwards?
5. **Plan roles.** Make sure your group decides your roles and who says what beforehand to be as organised as possible. You might want to elect a chair-person. Remember to listen and acknowledge their points rather than preaching at them about what they should do, you'll be more successful if you convince them of the issue and have them as an ally.
6. **Take minutes.** Minutes are a record of what is discussed or agreed. Decide who will take the minutes and write down what happens.

