

## TIPS FOR WRITING LETTERS TO PARLIAMENTARIANS

### **Who do you write to?**

- You can write to your Federal Member of Parliament.
- You can write to ANY Senator from your state or territory
- You can write directly to:
  - Minister for Foreign Affairs,  
[the Hon Julie Bishop MP](#)
  - Minister for International Development and the Pacific,  
[Senator the Hon Concetta Fierravanti-Wells](#)
  - or**
  - Shadow Minister for Foreign Affairs and International Development,  
[the Hon Tanya Plibersek MP](#)
  - Shadow Parliamentary Secretary for Foreign Affairs,  
[the Hon Matt Thistlethwaite MP](#)

### **Starting your letter...**

- Address the Parliamentarian correctly (Dear Senator Fierravanti-Wells, Dear Minister Bishop, Dear Mr Thistlethwaite, Dear Ms Plibersek)
- Start with an attention catching sentence. It makes people want to read more. Even put in a catchy heading.
- Share your passion, concerns and make it personal including something relevant about yourself or your family.

### **Content...**

- Keep your letter brief – preferably one page or less.
- Be respectful in the tone of your letter. No-one likes to receive unpleasant mail and remember, you are asking this person to help you end hunger and poverty.
- If appropriate, respond to:
  - a recent press article (include a copy if possible)
  - a letter received from the Parliamentarian
  - a speech they have made on the issue.
- Be clear about the point(s) you want to communicate. Use the least amount of information necessary, and only what directly supports your case. Bullet points can be effective.

### **Concluding your letter...**

- Use a concluding paragraph that calls for a specific action or asks one or two questions only. If you are asking the Parliamentarian to write to a Minister on your behalf, ask for a copy of the Minister's response.
- Sign the letter in your usual signature and print your name, address, work and home telephone numbers. The Parliamentarian's office may want to contact you about your letter.

### **Remember**

- Typing your letter *does* make it easier to read (especially for someone in a hurry!). Legible handwriting *is* however more personal.
- Keep a copy of your letter and send a copy to your group leader and/or [info@results.org.au](mailto:info@results.org.au)
- As a general rule, expect a reply within 4-6 weeks. You may call the MP's office after 2-3 weeks to check your letter has been received. Share your reply with your group and follow up if any further action from the response is required.