



## WRITING YOUR MP

Tips on writing to your local MP, an MLC or a Minister

Letters and e-mail are the most popular and effective method of communicating with your local Member of Parliament or to a Minister. More and more citizens are using e-mail to communicate with their elected representatives. For greater effect an e-mail should be formed just like a written letter.

How well your correspondence is prepared will determine whether your communication will be effective. Following some simple steps will enable you to make the most of your communications with your local Member of Parliament.

### Simple Steps For A Successful Letter

- 1. Write to the relevant person.** Write to the Minister for a particular responsibility such as the Minister for Primary Industries or the Minister for Transport etc. Copy the letter to your local MP or an independent MLC in the Upper House who can ask the Minister for a response to the issue raised.  
You can find out who your local MP is at [www.seo.nsw.gov.au](http://www.seo.nsw.gov.au)
- 2. State the purpose of your correspondence** in the first paragraph. If your letter pertains to a specific piece of legislation, identify it accordingly.
- 3. Be courteous, polite and non-confrontational.** Get to the point and include key information, using examples to support your position. Don't be vague. Never threaten.
- 4. Focus on a specific topic.** Be concise. Your letter should be short, clear, to the point and contain only one issue. Stick to that issue and keep your letters to one page.
- 5. Tell a story** about how the issue affects you, your family or your job.
- 6. Include background information** about the issue. Your MP may not be aware of or up-to-date on the topic.
- 7. Handwritten letters are the most effective.** Politicians often receive hundreds of letters a day. Do not send a photocopied form letter or forward an email as they carry little weight. Your own words will make a bigger impact. Often the Association will provide points for you to use but not a suggested text. If it's in your own words and style it will make a bigger impact.
- 8. Use formal address in emails.** If you email make sure you use the same formal address as you would in a letter. Casual emails are easy to ignore or dismiss.
- 9. Ask for a response.** Include your name and return postal address on both written correspondence and emails. Some MP's still only reply in the same manner as they always have – with a hard copy letter sent by Australia Post.

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# address

## Addressing Correspondence to MP's in the NSW Parliament

**To a Member of the Legislative Council:**

The Honourable (full formal name) MLC  
NSW Parliament House  
Macquarie Street  
Sydney NSW 2000

Dear Mr, Ms, Dr, Rev (last name)

**To a Member of the Legislative Assembly:**

Mr/Ms (full formal name) MP  
NSW Parliament House  
Macquarie Street  
Sydney NSW 2000

Dear Mr, Ms, Dr, Rev (last name)

**To a Minister:**

The Honourable (full formal name) MLC or MP  
NSW Parliament House  
Macquarie Street  
Sydney NSW 2000

Dear Minister (last name)

**Note:** When writing to the Chair of a Committee, the Speaker of the House or the President of the Council address them as:

Dear Mr Chairman or Madam Chairwoman  
Dear Mr Speaker or Dear Madam President

