



# GUIDE TO CONTACTING YOUR MEMBER OF PARLIAMENT (MP)

## Why you should write to your MP

Writing to your local MP is a powerful way to advocate for change on issues that matter to you. By sharing your perspective, you can raise awareness about major topics like mental health, environmental protection, or education, and create an impact that benefits your community.

Your voice as a young person is valuable and even a simple letter or email can make a difference. MPs often welcome input from youth because it shows a commitment to the community's future.

Reaching out not only strengthens your role in shaping your community but also helps build a relationship with leaders who can drive meaningful change.

A recent [SBS story shared how 11-year-old Rehan Rahman took action](#) by writing to his local MP about youth homelessness and the cost-of-living crisis.

His letter, along with others from young Australians was read aloud in parliament demonstrating that even the youngest voices can influence national conversations.

## How to Contact Your MP

Before reaching out to your MP it is important to first determine whether your issue is related to state or federal matters. State MPs handle issues that affect your local area, such as public schools, hospitals, roads, and public transport, whilst federal MPs address national issues, including immigration, defence, social services, and higher-level reforms in areas like education and health.

## How to Find Your MP

To locate your state MP, visit the Find My Electorate page on the NSW Electoral Commission website: [\*\*elections.nsw.gov.au/elections/find-my-electorate\*\*](https://elections.nsw.gov.au/elections/find-my-electorate). Simply enter your street address and click 'find' to display your state electorate and the name of your MP. Once you know your MP visit the members section of the NSW Parliament website to access the contact details for your MP.

To find your federal MP you must visit the Australian Electoral Commission website: [\*\*electorate.aec.gov.au\*\*](https://electorate.aec.gov.au). Where, you can enter your postcode or street address to discover your federal electorate and the name of your federal MP.

## Contacting the Electorate Office vs. Minister's Office

When deciding whether to contact the electorate office or the minister's office, keep in mind the type of issue you are raising. The electorate office is best suited for local and personal concerns—this is generally what you will need to contact. On the other hand, the minister's office deals with broader policy issues that affect entire states or the nation. By identifying the appropriate MP and office your concerns can be directed to the right level of government ensuring your voice is heard in the most effective way.

## Keep it concise

Your letter or email should be as short and simple as possible. Ideally it should be typed or written very neatly and signed by hand. Try to stick to one issue per letter and use simple points to make your case. If the issue needs further explanation still keep your letter short but include an additional document as an attachment which sets out the extra information. This is because the most effective letters are short, clearly focused, based on fact, respectful and personal.

## Writing your letter

You should try and make your letter stand out from the crowd. When emailing or writing, make it clear that you are a member of their electorate, so they know they are hearing directly from their community. We have provided an example 'letter' to give you an outline of the structure and the type of content that you could use. While the example letter/email is useful if you are unsure how to structure your communication it may be useful to create a personalised, passionate and well structure letter/email. Make sure it is clear that your letter is from you, and not a school or organisation.

### Use the correct title

In the case of letters set out the name and address of the MP in the top left-hand corner. This is not necessary in the case of emails. Start your letter: 'Dear Mr/Mrs/Ms/Dr Last Name' in the case of MPs and 'Dear Senator/Minister' in the case of Senators and Ministers.

### What information to include

Start your letter out by saying who you are and why you are writing to them. Personalise your letter by adding your own thoughts or putting the points in your own words.

It can be useful to:

- Highlight a local connection to the issue
- Include a personal experience that made you want to speak up on the issue
- Refer to a recent news item about the issue
- Include relevant facts and figures

### Tell them what action you want

Simply telling your MP how you feel about an issue is unlikely to bring about change – you need to ask them what you are requesting them to do about it. This could include any number of actions from voting for or against something in parliament, to attending a local event or promoting a specific policy.

### Provide your contact details

When writing to your MP it is important to provide enough contact details for them to respond to you however only share what you are comfortable with. At a minimum include your first name and postcode. If you would like a guaranteed reply, please make sure to include your full name, address, telephone number and email address.

## How to send a letter

You may email your letter as an attachment or post your letter. But evidence suggests that hardcopy letters are the most effective because MP's offices receive less of these.

### Example of a letter:

[Insert Date]

[MP's First Name and Last Name]

Member for [Electorate]

[Insert Address]

[City, State, Postcode]

Dear [Mr./Ms./Dr. Last Name],

#### Introduce yourself

Briefly introduce yourself, providing your name, school, and where you're from. Explain why you are writing to the MP. For example, you might say:

"I am [Your Name], a student in [Town/City], and I am writing to discuss an issue that matters greatly to me: [Insert the issue]."

#### Explain Why the Issue Matters

Share why this issue is important to you. It is recommended that you draw from personal experiences. For instance:

"This is important to me because... [Add your experience or the experience of someone close to you]."

#### Add Facts and Statistics

Provide relevant facts or figures to back up your concerns. Be sure to cite your sources. For example:

"Studies show that [relevant statistic], and I found this information from [source]."

#### Ask for Action

Clearly state what you want the MP to do. You can write something like:

"I would appreciate your support in [specific action or policy change you are requesting]."

Yours sincerely,

[Your Full Name]

[Your Signature]

[Your Address]