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| --- | --- | --- |
|  |  | Your Group name  Best contact street address: |
|  |  |
| day month year  To: Name  Title  Electorate Address  (check [www.aph.gov.au](http://www.aph.gov.au) for electorate address and correct title)  [By Fax: Include fax no here ] | |

Dear Mr/Ms/Mrs/Minister XX (no need for Sir or Madam),

**Subject [Short statement encompassing reason for writing]**

On behalf of the XX Amnesty International local group, I/we write to *[insert key reason for letter – to invite them to an event/call on them to support a campaign/draw their attention to the campaign etc. If you are going to call on them to do something – highlight it upfront here].*

The XX group meets in your electorate of XX every XX and holds XX *activities*. [*If relevant, make reference to previous interaction eg* – I/the group welcomed the opportunity to meet with you ahead of the election to discuss our work and your human rights priorities for this term of parliament./ We were very glad you could make it to our XX event on XX or similar]

[Body of text should highlight in detail the reason for your letter. If campaign focused, give some background on the campaign and the reasons Amnesty International/your group believe it is important.

[If there is a call to action, reiterate it here. Suggested text: As a member of federal parliament, you have a unique opportunity to promote human rights. As our local member, we ask you to take action by XX (details of call).

[For meeting requests: We would welcome the opportunity to meet with you to discuss our work on this campaign. We will follow up on this request with your office. Should you or your office wish to reach us please contact (name) on (number) or via (email).

Yours sincerely,

Your Name

Your group name