Template email to MP

Dear [full name of MP] MP,

I am writing to you from [name of the group and a brief description of your group] to request an online meeting with you. We would welcome the opportunity to discuss how we can ensure the UK plays its part in tackling the climate crisis as we host the annual UN climate summit this year.

With the talks being hosted in Glasgow, the UK government’s climate record will be under more scrutiny than ever before. To stand any chance of meeting its fair share of emissions reduction, it is crucial that the UK government ends all support for coal, oil, and gas at home and abroad.

We are part of a network of Climate Action groups across the country who are calling for the government to act urgently to address climate breakdown. We would welcome the opportunity to discuss with you how the UK government can be bold in their climate ambition by ending support for fossil fuels at home and abroad, and what you can do to support this call.

[Add in any specific date requirements if you have them, but try to be as flexible as possible to accommodate your MPs busy schedule]

You can contact us at [your group’s email] and on [mobile number] – we very much look forward to hearing from you soon.

Yours sincerely,

[Your name and name of group]

[Your address – if in the MPs constituency]