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| **Template** | **Example 1: to your local MP** | **Example 2: to a Minister** |
| [insert name], MP (only use Hon if they are a Minister)  Member for [electorate] (or Minister for …)  [date] | The Hon Scott Simpson, MP  Member for Coromandel  4 September 2019 | The Hon James Shaw  Minister for Climate Change  4 September 2019 |
| Dear [MP’s name],  **Introduce yourself:** Say you are a member of their electorate, or if not why you are writing to them rather than your local MP. It can also be helpful to briefly set out your relevant connections in the community, such as whether you’re a student/parent/grandparent, have lived and/or worked in the electorate for a long time, or your involvement with local organisations.  **Why you are writing:** Make it clear what your specific concerns are and set out them out briefly in your own words. You can keep this simple, or if you want to you can refer to your own personal experiences with the issue and highlight how this issue affects the broader community.  **What you want:** State clearly what you want the MP to do. Phrase your “asks” as questions that require an answer.  **Provide your contact details:** Either 'I can be contacted on [insert phone number] or at [insert email address].'  Or under your name below.  Yours faithfully, | Dear Mr Simpson (or Dear Scott),    I live and vote in your electorate of Coromandel and I am a parent who is extremely worried about the future that my children, and all children, will inherit.  I was very pleased to hear your view that “climate change is too big to play politics with”, and look forward to hearing your plans on how National intend to work in a cross party capacity on this very serious issue.  However, I am upset and extremely disappointed to learn that not only does your leader Simon Bridges deny the Climate Crisis but also several other key leaders within the National Party. What is even more disappointing are the murmurings around the withdrawal of support for the Zero Carbon Bill amendment.    Your party committed cross party collaboration on this bill so why the turn around? Surely this is at odds with what is best for our country moving forward?    Can you please explain why support for the bill is being withdrawn and why the National Party are playing political football with the Climate Crisis.  Will you support a strong and enforceable Zero Carbon Bill going forward?    I look forward to your reply to my concerns.  Yours faithfully | Dear Minister Shaw,  I am a voter in Lower Hutt, Wellington, but am writing to you in your role as Minister for Climate Change. I am a parent who is extremely worried about the future that my children, and all children, will inherit.  I am writing to you because I am alarmed that Parliament appears to be dragging their heels on any action over the Climate Crisis. We live in a privileged country and I strongly believe New Zealand has a responsibility to do our fair share of the heavy lifting so our Pacific nations and other less privileged nations can survive.  I’m sure you know the science - time is running out if we want to avoid catastrophic climate change and we need to get emissions to net zero as soon as possible. This means phasing out fossil fuel use, lowering methane emissions and an adaptation plan in place.  Will you use your ministerial power to lobby your government to look to subsidising farmers transitioning to more carbon neutral farming practices, better public transport systems and a strong enforceable Zero Carbon Bill?  Will you ensure that the Te Tiriti is at the heart of any actions around the Climate Crisis?  I look forward to your reply to my concerns.  Yours faithfully |
| [name,  address,  phone] | Carrie Citizen  123 Suburban St  Suburb, Region, Post Code  Phone Number | Carrie Citizen  123 Suburban St  Suburb, Region, Post Code  Phone Number |