

## How to write to your local councillor or MSP

You can either send your MSP a letter in the post, or you can email them. You can find their contact details on <https://www.writetothem.com/>.

Their address. Include 'MSP' after their name in this part.

Dee Clarke MSP  
9 Bushel Road  
Glasgow  
G12 3BC

1 June 2019

Dear Dee Clarke

Re: Neighbour dispute about extension build

**Reason for writing**  
I am writing to complain about my neighbour who has built an extension on the back of their house, without planning permission.

The extension also blocks light from coming into my kitchen.

**Facts of the case**  
I spoke to my neighbour on the 7 February 2019. My neighbour claimed he didn't need planning permission and wasn't willing to discuss the matter further. I then complained to my local council on the 16 March 2019 but haven't received a response yet.

**What you would like to happen next and when**  
I am asking if you could contact the local council and ask them to inspect my neighbour's extension.

I'm prepared to take further action if needed.

I look forward to hearing from you.

Yours sincerely

*Anne Smith*  
Anne Smith

Your address.

'Re' stands for regarding. Write a line describing what the letter is about

Write their full name.

Print or type your name **and** include your signature if possible.

If you know the name of the MSP you are writing to, end with 'Yours sincerely', if not, end with 'Yours faithfully'

## What to say in your letter

Before you start, note down the:

- **outcome you want** - for example, for your MSP to put pressure on the local council
- **main points you want to say** – include relevant dates and times, and how you've been affected
- **steps that have already been taken**, like phone calls or discussions
- **relevant laws, policies or government guidance**.

Use these notes to help you write the letter.

It can help to break the letter down into three parts:

- a beginning that explains why you are writing
- a middle section that gives detail and facts
- an end section that says what action you expect and when you expect to get a reply.

Your letter is more likely to get the outcome you want if it includes all relevant information and makes it clear to the reader what they've been asked to do next. It's important that the reader is clear who sent the letter and how to get in touch with you. State your case simply and clearly. Stick to the facts.

## Signing off and checking

Close your letter with a final sentence like:

- I thank you for your assistance
- I look forward to hearing from you.

Then end the letter with your signature and name.

Don't forget to read it over and check that you've included everything you wanted to say. If you've used a computer, run the spell checker to check for typing errors. It's usually a good idea to get someone else to check it for you as well, if you can. They may spot things you've missed.

## Keep a copy

Make sure you sign, date and keep a copy of the letter. You may need to refer to your letter again or provide a copy as evidence of action you've taken.

## Including other documents

You can include copies of other documents, if you think it will support your case. For example, you may want to include copies of title deeds or repair bills. Only include copies and keep the originals for yourself. Make sure you mention what you have enclosed in your letter.



## Further help

### Citizens Advice Bureau

Citizens Advice Bureaux give free, confidential, impartial and independent advice to help you solve problems. Find your nearest CAB at [www.cas.org.uk](http://www.cas.org.uk) or check in your phone book.

Last updated: 13 May 2019. This fact sheet is reviewed regularly. The law changes frequently. To confirm you have the most up-to-date version, download the fact sheet from [www.citizensadvice.org.uk/scotland](http://www.citizensadvice.org.uk/scotland) or contact your local Citizens Advice Bureau.

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