**MP and Councillor letter template for partners**

**Big Energy Saving Week 2019**

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| **Using the template letter*** This letter is designed to be used by BESW partners
* Local leaders such as MPs and Councillors can help promote Big Energy Saving Week and your events
* This is a model letter intended to be a guide, with suggested wording and points to cover; please personalise and tailor the letter as required.
* You will need to adapt this to make it relevant to your local councillors and Parliamentarians. The text in <red> highlights where you can do this. Ensure all text in the final version is black.
* You can find the names and contact details of your local MP on [theyworkforyou.com](https://www.theyworkforyou.com/)
* You can find the names and contact details of your local councillors on [gov.uk](https://www.gov.uk/find-your-local-councillors)
* Remember to add your contact details at the bottom of the email and delete all box brackets.
* Delete these instructions and the header before sending.

**Contact*** For any questions on this letter, you can email: campaigns@citizensadvice.org.uk
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Dear <insert name>,

**Invitation to take part in Big Energy Saving Week: 21 to 27 January 2019**

Big Energy Saving Week is an annual campaign coordinated by Citizens Advice in partnership with the Department for Business, Energy and Industrial Strategy (BEIS).

<insert organisation name> and others are partnering with Citizens Advice to put on events across the country throughout Big Energy Saving Week to encourage local residents to find out how to save money on their energy bills. Find out more on: bigenergysavingweek.org.uk.

We know that energy bills are a significant challenge for many of our clients/customers - your constituents - and Big Energy Saving Week aims to offer direct help and advice on saving money and energy this winter.

You can promote Big Energy Saving Week and help your constituents find the cheapest energy tariff for their homes by:

* Attending one of our Big Energy Saving Week events <insert details>
* Tweeting your support for Big Energy Saving Week using hashtag #BESW2019
* Highlighting Big Energy Saving Week to local residents. You can download leaflets and posters and order free resources such as meter keys, bags and temperature gauges from www.citizensadvice.org.uk/besw19-partner.

I look forward to hearing from you.

Yours sincerely,