**Model letter to leading councillors regarding *Scams Awareness Month* campaign**

**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.**

Instructions for using this template as an email or letter to leading councillors:

* This letter should be sent to leading councillors holding the following sorts of roles in your local authority:
	+ Cabinet/Executive Member for Crime and Public Protection (or other councillor responsible for crime issues)
	+ Cabinet/Executive Member for Adult Care
	+ Opposition Group(s) Leader(s)
	+ Chair and Vice-Chair of the main Overview & Scrutiny committee

		- If not known, these councillors can be found on your council’s website in the section on councillors and local democracy.
		- ***Don’t worry if your council doesn’t have a particular role or you can’t find one of their contact details; send the letter to as many appropriate leading councillors as you can find.***
* Add your contact details at the bottom of the email.
* Delete all box brackets.
* Delete these instructions and the header.
* **[Please remove any text in <red>]**

Dear Councillor <insert councillor's name>,

**Meeting to discuss *Scams Awareness Month* and how to tackle local scams**

Every year in July, <insert name of local Citizens Advice> takes part in our national campaign, *Scams Awareness Month*, which sees Citizens Advice working with Trading Standards and other public and private sector partners to raise public awareness of scams — whether by phone, online, mail or on the doorstep — and what to do about them. More can be found on our website: <http://scams.citizensadvice.org.uk> .

The impact of scams can be hugely detrimental, with people sometimes losing their life savings. Other scams are relatively small and often go unreported; but they still add up, they still make your residents’ lives more difficult, sometimes forcing people to seek support from the council — and they are crimes.

Whilst this year’s *Scams Awareness Month* ends on July 31, the scammers will continue to operate: scams are a problem for your local residents and the wider community throughout the year — and need a response to match.

I would therefore like to arrange a meeting to discuss how <insert name of local Citizens Advice> can work with <insert name of local Council> to expand the education, prevention and reporting aspects of *Scams Awareness Month* to the other 11 months of the year. Please contact <insert relevant person and phone number/email> to arrange the details.

I look forward to hearing from you.

Yours sincerely,

<Add your contact details at the bottom of the email.>