**Model letter to Police and Crime Commissioners (PCCs) 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 your Police and Crime Commissioner PCC:

* This letter should be sent to the PCC covering your area.
* PCCs can cover more than one local authority area and, therefore, a PCC will also cover multiple local Citizens Advi*ce:*
	+ *You will need to liaise with the other local Citizens Advice to ensure that your communications with the shared PCC are not contradictory.* ***[Use Version A: letter from a single local Citizens Advice to its PCC]***
	+ *This might be a good opportunity to work together and develop a combined proposal from all local Citizens Advice to your respective PCC.* ***[Use Version B: joint letter from two or more local Citizens Advice to a shared PCC]***
* Details of your local PCC [can be found here.](http://www.apccs.police.uk/find-your-pcc/)
* 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>]**

**Version A: letter from a single local Citizens Advice to its PCC**

Dear Commissioner <insert Police and Crime Commissioner’s surname>,

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

Every year, local Citizens Advice across <insert name of the PCC area> take part in *Scams Awareness Month*, working with trading standards and other public and private sector partners to raise public awareness of scams. More can be found on our website at [www.citizensadvice.org.uk/sam18](http://www.citizensadvice.org.uk/sam18).

Citizens Advice research shows that nearly three-quarters of people have been targeted by scammers in the past two years. They can be hugely detrimental, with people sometimes losing their life savings. Other scams are relatively small and often go unreported, but these crimes can still have a big impact on your residents’ lives, making them more difficult and sometimes forcing people to seek support from the council.

<Insert here brief details of the main scams you have helped clients with, perhaps, a short case study highlighting the impact on a client.>

Whilst this year’s *Scams Awareness Month* ends on June 30, 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.

We’d be very happy to host the meeting at <insert name of local Citizens Advice>, which would also give you the opportunity to see the work we’ve been doing this year in <insert name of local area> to raise awareness of scams and to support local victims of scams. 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.>

**Version B: joint letter from two or more local Citizens Advice to a shared PCC**

Dear Commissioner <insert Police and Crime Commissioner’s surname>,

**Meeting to discuss *Scams Awareness Month* and how to tackle local scams across** <insert name of the PCC area>

Every year, local Citizens Advice across <insert name of the PCC area> take part in *Scams Awareness Month*, working with trading standards and other public and private sector partners to raise public awareness of scams. More can be found on our website at [www.citizensadvice.org.uk/sam18](http://www.citizensadvice.org.uk/sam18).

Citizens Advice research shows that nearly three-quarters of people have been targeted by scammers in the past two years. They can be hugely detrimental, with people sometimes losing their life savings. Other scams are relatively small and often go unreported, but these crimes can still have a big impact on your residents’ lives, making them more difficult and sometimes forcing people to seek support from the council.

<Insert here brief details of the main scams across the PCC area plus a short case study highlighting the impact on a client.>

Whilst this year’s *Scams Awareness Month* ends on June 30, scams are a problem for residents across <insert name of the PCC area> throughout the year — and need a response to match.

We would therefore like to arrange a meeting to discuss how we can jointly work more closely with you as Police and Crime Commissioner to expand the education, prevention and reporting aspects of *Scams Awareness Month* to the other 11 months of the year.

We’d be very happy to host the meeting at one of our local Citizens Advice offices, which would also give you the opportunity to see the work we’ve been doing this year to raise awareness of scams and to support local victims of scams. 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.>

<Add names of all other Chief Officers/local Citizens Advice supporting this letter.>