**Model letter to Backbench 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.**

**If you have a newly elected councillor a template welcome letter is also available** [**here**](https://www.citizensadvice.org.uk/bmis/External-relations/Local-authority/Managing-local-authority-relationships/inductions-for-new-councillors/?mc_cid=bb31cf7224&mc_eid=f9a055b6e)**.**

Instructions for using this template as an email or letter to all backbench councillors (i.e. to those not sent the model letter to leading councillors):

* This letter should be sent to backbench councillors.
  + Councillors’ details can be found on your council’s website in the section on councillors and local democracy.]
* 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>,

**Invitation to visit <insert name of local Citizens Advice> following *Scams Awareness Month* and to discuss how to tackle local scams**

Every year, <insert name of local Citizens Advice> takes part in our national campaign, *Scams Awareness Month*. This year Citizens Advice are working with Trading Standards and other public and private sector partners to raise public awareness of scams.

This year’s *Scams Awareness Month* is about educating residents that they should act on their concerns, seek advice from the Citizens Advice Consumer Helpline (03454 04 05 06), report suspected scams to Action Fraud (0300 123 2040), tell family and friends about scams, and tweet about scams with #scamsaware. 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 in your area and, perhaps, a short case study highlighting the impact on a client.>

I would like to invite you to visit our local office to find out more about the impacts of scams on your residents and the wider community — and what <insert name of local Citizens Advice> has been doing this year to raise awareness of local scams and to support scam victims. Please contact <insert relevant person and phone number/email> to arrange your visit.

I look forward to hearing from you.

Yours sincerely,

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