**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.**

**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 leading councillors:

* This letter should be sent to leading councillors holding the following types 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, <insert name of local Citizens Advice> takes part in our national campaign, *Scams Awareness Month*. This June will see Citizens Advice 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.

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 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.>