

## MP letter writing guide

### How to write a letter to your MP

Find your MP's name and contact details at <http://www.parliament.uk/mps-lords-and-offices/mps/>. Enter your school's postcode and write to the MP of the constituency where your school is located.

MPs receive many letters. Therefore, keep yours **short** (no longer than one side). Write a brief **introduction**, make **two** or **three** key points and conclude by **asking** your MP to urge the Foreign Secretary to push for an immediate ceasefire in Yemen and stop the export of weapons from the UK to Saudi Arabia.

If you have practised **persuasive writing** in English, include some persuasive phrases in your letter.

Either email your letter to your MP from your school email address, or handwrite it and post it to your MP at: House of Commons, London SW1A 0AA

**Format** your letter accurately. Write your name and school address in the top right hand corner of the page. Directly underneath and on the left of the page write your MP's name and House of Commons address. Address your MP as; 'Jane Jones MP'. Then write your letter underneath leaving a blank line between paragraphs. Sign off your letter 'Yours sincerely'.

**Tell Oxfam** when your school receives a reply from your MP by emailing [jmclaverty@oxfam.org.uk](mailto:jmclaverty@oxfam.org.uk)



### Points to include in your Yemen letter – *select the most relevant*

Decide which two or three points are most important to include. Here are some facts, figures and requests to select from;

- Air strikes in Yemen are destroying food and water systems. 80% of the population (24.1 million people) is in need of humanitarian assistance.
- Some 3.3 million people are displaced by conflict.
- 11.3 million people are in acute need of humanitarian aid or protection. Some 8.4 million are severely food insecure and at risk of starvation.
- The conflict is taking a terrible toll on children. 1.8 million children need nutrition assistance.
- Saudi Arabia is leading the bombing campaign in Yemen, in coalition with nine other countries.
- All sides in the conflict are accused of harming civilians, but according to the UN the majority of civilian casualties have been caused by attacks by the Saudi-led coalition.
- The UK has signed off export licenses for arms worth £6.2b to the Saudi-led coalition fighting in Yemen
- The Arms Trade Treaty clearly states that weapons sales should be stopped where there is a risk of International Humanitarian Law being broken.
- The UK should do all it can to demand an immediate ceasefire to end the suffering in Yemen
- The first case of COVID-19 was reported in Yemen in April 2020. By June it is estimated that cases topped 1 million. Yemen's health system cannot cope.

See the teachers guide for references to the statistics.

There is a downloadable postcard template in the resource for shorter MP messages

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