

Template letter to request a meeting with your MP or Environment Minister

If first meeting:

Dear MP/Minister,

I am a constituent in [your state electorate] and I am deeply concerned about air pollution because [insert your personal reason here].

I write seeking a meeting with you to discuss the issue of air pollution in [state or community].

<For groups: I'm an active member of [your group] – a group of people [who are working for X]>

I'm <describe yourself and mention of any roles (e.g. professional associations) or experiences that show your standing on the issue of air pollution and community health, or your standing in the community generally>.

I am writing to request a meeting with you.

The purpose of the meeting is to discuss [this year's National Pollutant Inventory // The NSW Clean Air Strategy // air pollution monitoring in my community // the EPA's regulation of coal-fired power stations]. I would like to share some information about the impacts of air pollution on community health and world best practice air pollution standards with you. I want to hear your views on air pollution and community health, and to understand what you and your government are doing to help control air pollution from major sources in [your state].

Can your office please contact me to arrange a suitable time for a meeting?

I plan to attend along with some of the other members of [your group or network].

Yours faithfully,

Name

Address |

Email |

Phone Number

If follow-up meeting:

Dear MP/Minister,

Thank you for taking the time to meet with me [and other people present] on [date]. <Recall what you heard from them and what commitments they made at your last meeting>

I'm writing to request another meeting with you to discuss the issue of air pollution in [state or community].

Since we met last, <share what you've been up to in terms of the campaign, eg: I've joined hundreds of other people across Australia in the fight for clean air // I've continued surveying my community, listening to people's stories about the impacts of air pollution on their health // I've joined with dozens of other health professionals in speaking out about the impacts of toxic pollution // the National Pollutant Inventory report revealed...>.

I'd like to arrange another meeting with you to share the views I've been collecting from the community // the latest data on air pollution in [your state], and to talk about the National Pollutant Inventory.

Overwhelmingly, I've found that our community cares deeply about air pollution. People are concerned about the health impacts of air pollution, and want to know what you are doing to control it.

Can your office please contact me to arrange a suitable time for a meeting?

I plan to attend along with some of the other members of [your group or network].

Yours faithfully,

Name

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