**This letter is only a guideline – we would encourage you to make it your own by including information specific to your experience.**

Dear [**INSERT NAME OF MP],**

My name is [**INSERT NAME**]and I frequently use the services provided by **[INSERT LOCAL COMMUNITY TRANSPORT OPERATOR**]in order to [**INSERT WHY YOU USE COMMUNITY TRANSPORT (e.g.: to travel to the doctors/ to work/ for shopping etc.)**]I wanted to draw your attention to an important Department for Transport consultation, of which the outcomes could have a huge impact on my life.

On 31st July 2017, the Department for Transport issued a public letter indicating that their long-standing interpretation of exemptions to EU regulation 1071/2009 should apply no longer stood. The Department has since attempted to clarify their position in this letter in a further two letters, a Transport Select Committee Inquiry and now a Department Consultation in which they propose guidance as to how their new interpretation should apply. The consultation is open until **11:45pm on Friday 4th May**. This guidance, if implemented as it currently stands, threatens the operations of thousands of not-for-profit organisations who deliver transport, including those the Department explicitly said would not be affected.

The proposed changes are likely to mean that I will be unable to [**INSERT WHY YOU USE COMMUNITY TRANSPORT]** which will have a profound effect on my **[ability to access [the shops/hospital/school] / physical health / wellbeing etc. Explain the effects on you personally if the service did not exist.]**

There has been wide, cross-party support for the community transport sector during this difficult time and I am thankful to all MPs who have raised questions, met with their local community transport operator and continued to support the sector. If you would like a more detailed briefing on the situation, please e-mail hello@ctauk.org for a copy.

I believe we must put pressure on the Department for Transport to rethink the path they are currently on.

Therefore, I am asking that:

1. **You show your support on social media.** You can use the hashtag **#withoutCT**
2. **Attend the Westminster Hall debate on Thursday 10th May at 1:30pm.** Lillian Greenwood MP, chair of the Transport Select Committee, has secured a debate in Westminster following the TSC report on Community Transport (<https://publications.parliament.uk/pa/cm201719/cmselect/cmtrans/480/48002.htm>)
3. **You talk to your local community transport operator.** As a community transport service user in your constituency I want to highlight the essential work that community transport operators do to benefit the community / people like me. You can contact **[INSERT LOCAL OPERATOR NAME]** here: **[INSERT CONTACT EMAIL.]**

If the Department continues down this path, the effects will be devastating to thousands of community transport service users across the country, and we value your support in keeping this issue at the forefront of the minds of Ministers in the Department.

Thank you for taking the time to read this letter.

Regards,

**[INSERT SIGNATURE/ NAME]**