**This letter is only a guideline – we would encourage you to make it your own by including information specific to your organisation. If you are sending this letter on behalf of an organisation it should be sent on letter headed paper where possible**

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

[**If you have not met this MP before:**]

I am the [**INSERT ROLE**] of [**INSERT ORGANISATION**]. As you may know, my organisation works with [**INSERT TYPE OF USERS (school children/ elderly people etc.)**]living in **INSERT CONSTITUENCY**. I wanted to alert you to an important Department for Transport consultation, of which the outcomes could have a detrimental impact on the essential work of mine and many other organisations and the people we exist to support.

[**If you know your MP:**]

I hope you are well. As you may know I am the **INSERT ROLE** of **INSERT ORGANISATION**. I have valued working with you on **INSERT RELEVANT ISSUE** in the past, and so wanted to alert to you an important Department for Transport consultation, of which the outcomes could have a detrimental impact on the essential work of mine and many other organisations and the people we exist to support.

On 31st July 2017, the Department for Transport issued a public letter indicating that their long-standing interpretation of how exemptions from 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 revised 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 affect **INSERT ORGANISATION NAME** by… **[explain some of the impact on your organisation such as: costing us XXXX to train our drivers, we may have to stop providing certain services/ routes.]**

There has been wide, cross-party support for the community transport sector during this difficult time and we are thankful to all MPs who have raised questions, met with their local community transport provider 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.

We must continue to put pressure on the DfT to rethink the path they are currently on now that the true costs and consequences of their planned reforms are becoming clearer.

Therefore, we are asking that:

1. **You show your support on social media.** You can follow us on Twitter [**@XXXX**]and 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 continue talking to us.** As a community transport operator in your constituency we want to continue showing you the essential work that community transport operators do to benefit the community so please keep in contact with us on this email: [**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]**