**Template letter to MP**

[insert date]

[insert your name and address]

[Insert name and correct title]

Member for [insert electorate]

[Insert electorate address]

Dear [insert MP's name],

1. ***Request a meeting:*** You should start the letter by asking to meet with your MP at a time of their convenience.

2. ***Introduce yourself:*** Outline who you are and a brief summary of why you are requesting a meeting. Make it clear which village or other retirement housing you are writing about and that you live in the MP’s electorate. It can also be helpful to briefly set out your relevant connections in the community, such as whether you have lived and worked in the electorate for a long time, your involvement with a local church, Rotary organisation or sporting club.

3. ***Outline your ‘Retirement Housing’ concerns:*** You should make it clear what your specific concerns and recommendations are. You should set out your letter in your own words. For example:

* *'Resolving disputes with my retirement village manager is very difficult —*

*Consumer Affairs Victoria can only conciliate, and VCAT is expensive and*

*time-consuming. I believe we need an ombudsman to resolve disputes.'*

* *'The exit fees I have to pay are huge, so I can’t afford to go anywhere else. I*

*feel trapped.’*

* *'I am concerned that my retirement housing contract is overly complex, which*

*has left me uncertain of my rights and how to enforce them.'*

You should refer to your own personal experiences with the issue and highlight how this issue affects the broader community.

4. ***How your MP can help:*** It should be clear what you want the MP to do. For example, *'With the 2018 Victorian election approaching, I would be grateful if* *you support fair and affordable retirement housing by proposing better laws and protections for me and other older Victorians.’*

5. ***Provide your contact details:*** For example, *'I can be contacted on [insert phone number] or at [insert email address].'*

Yours sincerely,

[Insert signature]

[Insert name]