

## Contact your MP

1. **Do you want to write a letter to your MP?** If you have not received a response 4 weeks after you have made a Change of Conditions application, you may wish to write to your local Member of Parliament (MP). MPs represent the people that live in their Constituency, and can contact the Home Office to try and speed up your application. You can find more details about what MPs do on the UK Parliament website:

<https://www.parliament.uk/about/mps-and-lords/members/mps/>

2. **Writing a letter.** You can use the template below, or write your own. You should at least include your address so that the MP knows that you live in their constituency and your Home Office reference number.

3. **Finding your MP and sending the letter:**

- a. Check who your MP is using the UK Parliament website. You will need your full postcode.

<https://www.parliament.uk/mps-lords-and-offices/mps/>

- b. Find your MP's email address:

- i. Type your full postcode into the search box, highlighted below:



The screenshot shows a search interface for Members of Parliament. At the top, it says 'MPs' and 'Find your MP and learn more about MPs, including details of their parliamentary career and contact information.' Below this, it explains that search options include postcode, constituency, or MP's name, and can be filtered by name, constituency, location, party, or gender. A green search box is shown with the text 'Members of the House of Commons' and two radio buttons: 'by keyword(s)' (selected) and 'or filter MPs by'. The search input field contains the text 'Postcode, constituency or MP's name' and a 'Go' button.

- ii. Once you have clicked 'Go' you will find the email address on the MP's profile:



The screenshot shows the 'Contact Details' section of an MP's profile. On the left is a portrait of Diane Abbott. To the right, under the heading 'Parliamentary', her address is 'House of Commons, London, SW1A 0AA', her telephone number is '020 7219 4426', and her email address is 'diane.abbott.office@parliament.uk'. To the right of this, under the heading 'Web & Social media', her website is 'www.dianeabbott.org.uk...' and her Twitter handle is '@hackneyabbott'.

- c. Email or post your letter to your MP.

4. **Follow up.** If the MP does not respond within a week, you can send a follow up email requesting their response, explaining again why you would like a response as quickly as possible. You can also call your MP using the phone number given on their Parliament profile.

**Contact your MP**

**Date:**

**Name:**

**Address:**

**Date of birth:**

**Nationality:**

**Home Office reference number:**

**Royal Mail tracking reference number for your Change of Conditions application:**

**Date Change of Conditions application submitted:**

**Contact details (phone/email):**

Dear [*MP's NAME*] MP,

As your constituent, I am writing to ask for your kind assistance.

I made an application for recourse to public funds (a 'Change of Conditions' application) on [*DATE*] and haven't received a response yet. I understand that you might be able to contact the Home Office directly to ask them to make a quicker decision.

Why I need a quick decision:

*[Explain your situation and why you need a decision as soon as possible. You can use a separate piece of paper if needed.]*

I can provide a full copy of my application or more details if needed.

Thank you very much in advance for your support.

Best wishes,

Signature:

Name: