

Template: Letter to Your MP, MSP, MS, MLA or Councillor

HOW TO USE THIS TEMPLATE

CT Week 24 is the perfect moment to try to raise the profile of Community Transport, as well as increase the awareness of how important the work you do is to so many people and communities.

CTA will be stepping up our own outreach during CT Week 24 to educate and engage with politicians, policymakers, funders, and other key stakeholders. We want to tell the story of a thriving Community Transport movement across the UK to build more support for operators.

And we want you to be part of this too!

We recommend to all CTA members that they write to their local elected politicians and leaders – whether a Member of Parliament (MP) in Westminster, a Member of the Scottish Parliament (MSP) at Holyrood, a Member of the Senedd (MS) in Cardiff, a Member of the Legislative Assembly (MLA) in Northern Ireland or your local councillors – and invite them to visit your premises to learn more about your services, meet your staff, volunteers and passengers and understand the true value of Community Transport in your community.

This visit could be a great way to secure important political backing for your work, gain some local press coverage and shape future decision-making.

Remember to take photos, post on social media with #CTWeek24, and spread the word!

We've produced this letter template to help you. Please adapt it to reflect your own needs and services.

You can find your local elected politicians and leaders using the links below:

- [MPs across the UK](#)
- [MSPs in Scotland](#)
- [MS' in Wales](#)
- [MLAs in Northern Ireland](#)
- [Local councillors across the UK](#)



TEMPLATE

[DATE]

[ORGANISATION LOGO]

[NAME]

[ADDRESS]

RE: COMMUNITY TRANSPORT WEEK 2024 – INVITE TO VISIT YOUR LOCAL OPERATOR

Dear [NAME],

I am writing to invite you to visit [NAME OF ORGANISATION] in [LOCATION] between 14 and 18 October to celebrate Community Transport Week 2024.

We are a Community Transport operator delivering community-led solutions to unmet transport needs in your constituency. We are part of a thriving Community Transport movement across the UK, which is always for a social purpose and never for a profit. We want to make travel accessible, affordable, and sustainable for everyone.

Community Transport is more than just moving people from point A to point B. It is about fostering a sense of belonging and community spirit, bridging divides and empowering individuals, regardless of age, gender, geography, or income.

We are at the heart of our community. Our services include a volunteer car scheme/dial-a-ride/car club/community bus/non-emergency patient transport/bike hire/prescription and shopping delivery [DELETE AS APPROPRIATE]. Every year we help [NUMBER OF USERS/PASSENGERS] people to access amenities/education/employment/hospital appointments/social care/public services/see friends and family [DELETE AS APPROPRIATE].

The work we do is essential to tackle exclusion, isolation and loneliness/reduce transport poverty and inequality/improve accessibility for disabled people/help older people live healthier, longer lives in their own homes/help young people get to college, university and work/reduce car dependency and carbon emissions [DELETE AS APPROPRIATE].

We would be delighted to welcome you to [NAME OF ORGANISATION] to visit us as part of our week-long celebration of Community Transport Week, the first-ever national event of its kind, led by the Community Transport Association. You will have the chance to learn more about our vital work, meet our amazing staff/volunteers and speak to our users/passengers.

During Community Transport Week, we will also be [OTHER ACTIVITIES AND PROMOTION? OTHER EVENTS THEY COULD ATTEND?].



We are happy to work with you and your office to find a mutually suitable time for your visit, which would demonstrate your support for [NAME OF ORGANISATION] and Community Transport across the UK.

Yours sincerely,

[NAME]

[SIGNATURE]

