

# Template email to say congratulations to incoming MP post-election, introduce themselves and invite them for a visit

(contact a broad spectrum of candidates if contacting in the run up to a General Election to follow [charity and electoral law](#). For general election campaigning guidance visit [locality.org.uk/our-influencing-work/general-election-guidance](http://locality.org.uk/our-influencing-work/general-election-guidance)).

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Subject: Invitation to visit [organisation name]

Dear [your MP's name],

Congratulations on your recent election to the UK Parliament representing the people of [your neighbourhood / constituency name].

I am writing to you on behalf of [organisation name]. We are a community organisation with a mission to [identify your cause] in [your neighbourhood / constituency name]. We work hard every day to transform lives and create a fairer place for local people. [Highlight your impact or presence in the community e.g. 'last year we supported over 100 local people']. You can find out more about our work here [organisation website].

We would like to invite you to visit our organisation. This provides an opportunity for you to learn more about our vital work and to build a productive relationship for the benefit of residents in [your neighbourhood / constituency name]. It also provides us an opportunity to learn more about you and your vision for our area.

We can also discuss the national opportunities to support organisations like ours to build thriving neighbourhoods across the country - as per the recent Manifesto from Locality, the membership network for our sector.

We would like you to meet [identify attendees e.g. our Chief Executive, Trustees/Chair, staff, volunteers, beneficiaries] to get a full rounded picture of our organisation's work, the supportive community here, and the positive impact we are making. We would also like to give you a tour of our premises. [If offering - Tea, coffee and lunchtime snacks will be provided].

We would like to arrange a mutually convenient date and time and encourage you to call/email using details below. We are open at [opening times] and can be flexible.

We're looking forward to welcoming you - please do reach out!

Kind regards,

[name]

[role]

[organisation name]

[contact details]



**Locality is the national membership network supporting community organisations to be strong and successful.**

**Unlock the power in your community with us**

**Locality**

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