**MP letter writing guide**

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| **How to write a letter to your MP**Find your MP’s name and contact details at <https://members.parliament.uk/members/commons>. Enter your school’s postcode and write to the MP of the constituency where your school is located.MPs receive many letters. Therefore, keep yours **short** (no longer than one side). Write a brief **introduction**, make **two** or **three** key points and conclude by **asking** your MP to urge the Foreign Secretary to push for an immediate ceasefire in Yemen and stop the export of weapons from the UK to Saudi Arabia.If you have practised **persuasive writing** in English, include some persuasive phrases in your letter.Either email your letter to your MP from your school email address, or hand write it and post it to your MP at: House of Commons, London SW1A 0AA**Format** your letter accurately. Write your name and school address in the top right-hand corner of the page. Directly underneath and on the left of the page write your MP’s name and House of Commons address. Address your MP as; ‘Jane Jones MP’. Then write your letter underneath leaving a blank line between paragraphs. Sign off your letter ‘Yours sincerely’.**Tell Oxfam** whenyour school receives a reply from your MP by emailing jmclaverty@oxfam.org.uk  |



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| **Points to include in your Yemen letter – *select the most relevant***Decide which two or three points are most important to include. Here are some facts, figures and requests to select from.* Air strikes and fighting in Yemen are destroying food and water systems. Almost 80% of the population (20.7 million people) needs humanitarian assistance.
* 4 million people are displaced by conflict.
* Up to 19 million people in Yemen are food insecure.
* The conflict is taking a terrible toll on children. 2.2 million children are acutely malnourished.
* Saudi Arabia is leading the bombing campaign in Yemen, in coalition with nine other countries.
* All sides in the conflict are accused of harming civilians, but according to the UN the majority of civilian casualties have been caused by attacks by the Saudi-led coalition.
* Between 2015 and 2019 the UK signed off export licenses for arms worth £6.2b to the Saudi-led coalition fighting in Yemen
* The Arms Trade Treaty clearly states that weapons sales should be stopped where there is a risk of International Humanitarian Law being broken.
* The UK should do all it can to demand an immediate ceasefire to end the suffering in Yemen
* The first case of COVID-19 was reported in Yemen in April 2020. By June 2020 it is estimated that cases have topped 1 million. Yemen’s health system cannot cope.
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See the topic guide for references to the statistics. They are up to date for March 2022

There is a downloadable postcard template in the resource for shorter MP messages. Include these messages from students along with your MP letter(s).

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