***[Your business name***

***Business address or Home address depending on which MP you are writing to***

***Contact number/email]***

***[MPs Name]***

**House of Commons**

**St Margaret St**

**London**

**SW1A 0AA**

*Date*

Dear *[MP Name],*

**The Royal Mail’s service & future plans – I need your help**

I wanted to contact you as a matter of some urgency as a small business owner in your constituency.

*Insert paragraph about your business*

I’m writing because I’m really concerned about the impact Ofcom’s Future of the Universal Postal Service review could have on small businesses like mine, and your constituents.

My business and customers are dependent on a Royal Mail service that’s reliable, national and affordable.

Sadly I know first hand that service levels remain patchy at best but even more concerning are plans to reduce service levels through the current consultation process with Ofcom.

As our trade organisation, the Greeting Card Association has made clear, we rely on a Saturday delivery service that’s affordable. We’re particularly concerned that a future six day letters service that’s dependent on an uncapped, unregulated and inflation-busing first class delivery charge, would be completely unacceptable.

You can read the GCA’s submission to Ofcom in full here: <https://www.gca.cards/gca-response-to-ofcoms-future-of-the-universal-postal-service-consultation/>.

Before any reforms are considered, we believe strongly that Royal Mail should get its own house in order and return to service levels that we can all rely on. I would be grateful if you could make time to come and see me to discuss our concerns.

I look forward to hearing from you.

Kind regards,

***[Insert Name & position]***