Template Letter to Government Official

*Letters to your local government official or elected representative should be short, no more than one and a half pages of A4 in length.*

**[Insert your address]**

**[Insert date]**

Dear [**Insert name of government official** – make sure you use correct title, for example, in the UK, you should address them as Mr, Mrs, Dr, Rt. Hon; or in France as M, Mme; or in Italy as Sig., Sig.ra]

**[Paragraph 1]** Introduce the reason you are writing. Try to keep this to no more than two sentences, including a key fact to underline the importance of the issue. For example:

*I am writing to express my concern about the proposed funding cuts to specialist Pulmonary Hypertension (PH) centers in [region/country]. It currently takes around two years to diagnose PH and fifty percent of patients die if the disease is left untreated, so it is essential that the centers continue to receive adequate funding to provide the best, most timely and cost-effective care for PH patients.*

**[Paragraph 2]** Include your personal experience with/of PAH, including if you have the condition yourself, a family member with PAH or another connection.

**[Paragraph 3]** Discuss your main concern(s) about the problem you introduced in the first paragraph. Include one or two main points only; you can always suggest you would like to meet to discuss the issues further.

Remember to acknowledge your government official for any helpful measures that they have already taken to support PAH, as appropriate.

**[Paragraph 4 – Call to Action]** Present a solution to your main concerns and let them know what you are asking them to do. This needs to be very clear. Do not ask them to do too much at once. For example:

*I ask you to raise these concerns with the Secretary of State for Health [or relevant health minister in your country] to ensure that funding for specialist PH centers remains available and current screening programs are made accessible across the [region/country].*

**[Paragraph 5]** Ask for a response and provide your contact details. Sign the letter by hand. Depending on the request, you may also want to ask others in your organization or PAH clinicians to sign the letter as well, to show the amount of support you have already gathered.

Yours sincerely,

**[Your signature]**

**[Your printed name]**