

Instructions

Template letter/email raising awareness of issues impacting the sector and inviting local MSPs for a store visit.

1. The template can be used as either a letter or inserted into an email to your local MSP.
2. Please feel free to edit any part of your letter to reflect the issues and circumstances facing your store. **Your local MSP will want to hear from you.**
3. Please fill in and complete the *[boxed]* sections as appropriate, before sending.
4. Use the MSP locator linked here to get the details of your local representatives:
 - a. Enter the postcode of **your store** at: [Members of the Scottish Parliament \(MSPs\)](#)
 - b. You are represented by an MSP for your constituency, alongside a number of regional MSPs. Please feel free to contact any or all of them as you prefer.
5. You will be contacted by your local MSP, if you wish to do so, please arrange a visit at a time that is suitable for you and your MSP.
 - a. If you like, **SGF would be happy to attend the visit** if we are able to and provide wider information and sector concerns.
 - b. This is a joint campaign with the support of **Scottish Grocer magazine and Scottish Local Retailer magazine**. We would be delighted if you are able to host some of their team to report on the visit.
6. **SGF Policy & Public Affairs contacts:**
 - a. Jamie Mackie - jamiem@sgfscot.co.uk
 - b. Luke McGarty - Luke@sgfscot.co.uk
 - c. Aidan Smith - AidanS@sgfscot.co.uk

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