### [Your business letterhead (if applicable)]

### [Your contact details]

**[Date]**

**[Federal Member’s Name]
[Address of Federal Member’s Office]**

Dear [Mr/Mrs/Ms/Dr First Name Last Name MP OR Senator Last Name\*],

*\*NB If the MP or Senator is, or has been, a government Minister, they are given the title, ‘The Honourable’. This means you would address them as follows: ‘The Hon. Mr/Mrs/Ms/Dr First Name Last Name MP’ for MPs who are Ministers, or ‘Senator the Hon. First Name Last Name’ for Senators who are Ministers.*

1. **Introduce yourself** – if you are a member of their electorate, let them know! You may wish to briefly share any relevant connections you have in the community. Veterinarians are highly regarded, trusted community members.

2. **Identify the issue you are concerned about**. The AVA is targeting [5 priorities](https://www.ava.com.au/siteassets/advocacy/election/ava-federal-election-brochure.pdf) that we encourage you to focus on – we recommend that you pick one that is important to you.

These priorities, informed by the AVA Feedback Survey results, our Advocacy Forum, and the AVA Public Affairs and Advocacy Team, are designed to help tackle the profession’s pressing challenges and lay the groundwork for a thriving, future-ready veterinary sector.

3. **Explain in your own words why this issue concerns you**. You could use a personal story, link the issue to impacts on the community, or reference a relevant news story on the issue. Try to be concise and keep to one page.

4. **Highlight the importance of veterinarians as essential to Australian communities**. Vets support the health of 28 million pets and iconic wildlife; ensure food security and biosecurity; and underpin the nation’s multi-billion-dollar livestock industries.

5. **Tell your MP what you want them to do** – the AVA’s [2025 Federal Election Priorities](https://www.ava.com.au/siteassets/advocacy/election/ava-federal-election-brochure.pdf) document provides a short summary of what is needed. If you want to do some further reading, the [Extended Brief](https://www.ava.com.au/siteassets/advocacy/election/2025-ava-federal-election-priorities---extended-brief.pdf) document outlines the priorities more fully. You may like to invite your MP to your clinic if appropriate.

6. **Finish by saying that you look forward to receiving their reply** – make sure your contact details are included. Be patient – you may not get a reply for some time. Wait one month, then call your MP’s office to remind them of your letter and ask when you may expect a response. Be both persistent and polite.

Kind regards

[Your name]

[Your title, Organisation]