**Template letter one: For you to send to your MP**

**Simply complete this letter, send to your MP via email OR send it to your MP by post.**

To find your local MP:

Go to this Government webpage – [Find your MP – MPs and Lords – UK Parliament](https://members.parliament.uk/FindYourMP) – and search via your postcode.

Here you will find who you need to contact and the email address to send your letter to.

Once you have the details of your local MP, you just need to copy and paste the template letter below, edit the bracketed sections in bold to add your personal insights and information, and send the email.

Be sure to add [opinion@ncass.org.uk](mailto:opinion@ncass.org.uk) via cc so we can continue to compile evidence for government that tax reform is needed.

Dear **[insert the name of your MP],**

My name is **[insert your name]**, and I am a resident of **[insert your constituency]**.

I am writing to you in light of the upcoming Spring Budget to highlight the current cost of operating crisis impacting the independent hospitality sector and the vital support businesses like mine need from the government to survive.

My business**[insert your business name],** operates as a **[insert the type of business you have]**and in the current economic climate, sustaining profitability has become increasingly challenging.

**[explain what your current situation is and the specific challenges you face here]**

I am a member of The Nationwide Caterers Association (NCASS) which is an association that supports the independent hospitality sector and we are calling for essential tax reform to save small and micro-businesses across the sector.

Despite being an integral part of the economy as well as local communities, businesses like ours have received minimal support from the government since the onset of the cost-of-living crisis and are now grappling with a cost-of-operating crisis.

This is an untenable situation; In 2023, hospitality accounted for 12% of UK business administrations – marking a 22% increase from 2022 and a huge 91% rise compared to 2021. Urgent action is required to prevent countless independent hospitality businesses from facing closure.

To counteract the impact of the cost of operating crisis, I urge the government to implement the following:

* Introduce a 10% VAT rate for businesses in the hospitality sector to provide immediate relief to small and micro businesses.  
  or
* Explore reforms to the VAT threshold or introduce a smoothing mechanism that significantly lower rates for small and micro businesses

As I strive to meet my financial obligations and support myself **[and/or]** my family, the current situation jeopardises these responsibilities. The independent hospitality sector urgently requires your support. Now, more than ever, we stand united in seeking assistance to navigate these challenging times.

My profits have dropped by **[insert %]**compared to last year which is not sustainable so please help us by backing our campaign to create a fairer tax system for the independent hospitality sector.

I kindly request that you take the initiative to raise this matter in Parliament and advocate for a reduction in the VAT rate. This action would not only benefit your constituents but also contribute to the overall economic recovery and well-being of our community.

Thank you for your attention to this matter. I eagerly await your thoughts and support.

Sincerely,

**[insert your name and address here]**