**Template letter two: For your customers to send to their MPs**

**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 as a customer of **[insert the business’ name]**, a **[insert the type of business they are]** that is an integral part of our local community. As someone who appreciates the unique contributions of independent businesses like**[insert the business’ name]**, I am concerned about the challenges they are currently facing.

They are a member of NCASS, an association dedicated to supporting the independent hospitality sector. NCASS, along with its members and the customers of those members, including myself, are seeking assistance for small and micro-businesses across the independent hospitality sector to alleviate the challenges they are currently confronting.

In 2023, hospitality accounted for 12% of UK administrations – marking a 22% increase from 2022 and a massive 91% rise compared to 2021. Urgent measures are required to prevent countless independent hospitality businesses from facing closure.

The independent hospitality sector is struggling due to the combination of the cost of operating crisis and the current VAT rate. Businesses like**[insert the business’ name]** play a vital role in our community and local economy, their survival is crucial for maintaining the vibrancy of the area, which makes it so special.

I urge you to implement the following measures to support the independent hospitality sector:

* 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

Without immediate action, we risk losing valuable independent hospitality businesses that contribute to the cultural and economic fabric of our community. I believe that supporting the independent hospitality sector is essential for the well-being of our community and the livelihoods of those who work tirelessly to provide us with memorable experiences.

I appreciate your attention to this matter and kindly request that you advocate for these reforms during the upcoming Spring Budget. Your support will make a significant difference in ensuring the resilience and sustainability of businesses like **[insert the business’ name that you are supporting]**.

Thank you for your time and commitment to our community.

Sincerely,

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