Name and address of recipient Your name and address

Date

RE: Save Leek Moorlands Hospital

Dear #####,

Explain briefly the reason for your letter.

A paragraph of background regarding the Leek Moorlands Hospital issue.

Your thoughts on the issue.

Any personal/family or friends’ experiences of using Leek Moorlands Hospital.

Concluding statement of why you feel Leek Moorlands Hospital should be saved.

A line/paragraph asking the letter recipient to: take your concerns into account/back the campaign to Save Leek Moorlands Hospital

Your signature

Your name in full