

To newly elected ward councillor

Dear Councillor,

Congratulations on your recent election.

I am writing to introduce myself as a representative of [name of housing organisation] that is dedicated to supporting the delivery of safe, affordable, and high-quality homes in your ward.

Housing is one of the most important issues facing local communities, and we are keen to support councillors in understanding the key challenges and opportunities at both a local and national level. To that end, I have attached a set of short housing briefings, which I hope you will find helpful as you settle into the role.

I would be very happy to meet with you to discuss any of these topics further and explore how we might support your work within your ward.

Please do feel free to get in touch if you would like to arrange a conversation, or if there is any information we can provide.

Yours sincerely,

[Name & Job Title]

[Organisation / Contact Details]

To newly elected cabinet member for housing

Dear Councillor,

Congratulations on your appointment as Cabinet Member for Housing.

I am writing to introduce myself as a representative of [housing organisation] that is dedicated to supporting the delivery of safe, affordable, and high-quality homes in [local authority area].

Given your leadership role, I wanted to share a set of short housing briefings (attached) which are intended to provide a concise overview of the current landscape and the issues shaping delivery on the ground.

I would welcome the opportunity to meet with you to discuss your priorities, share relevant insight from our engagement in the community, and explore how we can support your work in this role.

Please do let me know if you would be open to a conversation in the coming weeks.

Yours sincerely,

[Name & Job Title]

[Organisation / Contact Details]