

Government engagement brief

Prepare the thinking before drafting the email or letter. Follow the authority's protocol and local legal requirements.

Authority / department

Correct contact and title

The decision, information, or meeting we are requesting:

Why this matters to them

Mandate, policy, public value.

Evidence to attach

One page, data, licence, references.

☐ Specific subject line

☐ Correct protocol and salutation

☐ Request stated in first paragraph

☐ Evidence is short and sourced

☐ Named follow-up owner

☐ Arabic version where appropriate

Follow-up date and route: