[MP’s address]

Alok Sharma MP  
Minister of State for Housing and Planning  
Department for Communities and Local Government  
2 Marsham Street  
London  
SW1P 4DF [date]

Dear Alok Sharma MP

**Securing the Community Housing Fund**

Congratulations on your promotion to Minister of State for Housing and Planning.

I wanted to draw your attention to the Community Housing Fund and the excitement it is generating in my constituency.

The £300m Community Housing Fund, announced in the 2016 Spring Budget, will help to transform the community-led housing sector and lead to the delivery of nearly 13,000 additional homes across the country by 2021.

The first year of the Fund has already seen effective partnership work between members of the public, local authorities and the sector. This has fed into a sector-led proposal to build up the market in future years, a bottom-up approach to delivering positive and sustainable development.

I have heard from [add group name] in my constituency who are concerned about the delay that the recent election is having on further decisions being made about the Fund and are keen to be updated as soon as possible.

I look forward to your reply.  
  
Yours sincerely

[MPs name]