|  |  |
| --- | --- |
| Derek Mackay MSP  T4.07  The Scottish Parliament  Edinburgh  EH99 1SP | Address Line 1  Address Line 2  Town  Postcode  [name@email.com](mailto:name@email.com)  0123 456 7890  3rd February 2017 |

Email : [CabSecFC@gov.scot](mailto:CabSecFC@gov.scot)

Dear Mr Mackay MSP,

I write to you to express my serious concerns about the huge increases in non-domestic rates which will hit the North-east of Scotland on April 1st.

I am a **(describe business)**based in **(location)** and my rateable value is increasing from **£\_\_\_** to **£\_\_\_**, which is a **\_\_\_%** increase. This increase will result in **(it is important that you tell your story here – i.e. potential loss of jobs; impacts on your business and whether it is already struggling to get by).**

My request is for the North East to receive some form of relief to enable us to survive the current downturn in our local economy. Jobs will depend on it. Only the Scottish government can make this happen – please help us.

Sincerely,