**[Council Name]**  
[Council Address]  
[Date]

[Recipient Name]  
[District/Borough Council Name]  
[Recipient’s Address]

**Subject: Local Government Reorganisation and the Role of Parish and Town Councils**

Dear [Recipient’s Name],

I am writing on behalf of [Council Name] regarding the ongoing developments in local government reorganisation and the role that parish and town councils can play in ensuring a smooth transition while safeguarding local services and assets.

As the first tier of local government, we are directly accountable to our community and have a strong track record of managing local facilities and delivering services tailored to residents’ needs. With reorganisation on the horizon, there is an opportunity to strengthen local decision-making by ensuring that key assets and services remain under the control of those who best understand local priorities.

We are keen to work with you to ensure that these changes do not result in service gaps or the loss of valued community assets. In particular, we believe that:

1. **Early Engagement is Essential** – Proactive discussions between our council and [District/Borough Council] will help to clarify responsibilities and avoid disruption to service delivery. We would welcome a structured dialogue to explore how best to manage this transition.
2. **A Clear Strategy for Asset and Service Transfers is Needed** – Many parish and town councils, including ours, are well-placed to take on local assets such as parks, community buildings, and public open spaces. We are keen to explore how these transfers could be structured to ensure long-term sustainability and community benefit.

We would welcome the opportunity to meet with you to discuss how we can work together to protect and enhance local services and assets during this period of transition. Please let us know a convenient time to arrange a discussion.

We look forward to hearing from you.

Yours sincerely,

[Your Name]  
[Your Position]  
[Council Name]  
[Contact Details]