

# Public Petitions Committee

## Written submission template

If you would like to comment on a petition being considered by the Public Petitions Committee, you can send us your views in a “written submission”.

You can use the template below as a guide to what you should write. Written submissions should be a **maximum of 800 words** (approx. 2 sides A4, Arial 12 point).

Please also read our [Written submissions guidance](#) before drafting anything, as this contains important information about what you can and cannot include in your submission.

**Your name:**

**Petition number/title:**

1. Why do you agree or disagree with the petition?

2. Is there any information you think the Committee should be aware of (e.g. a recent Scottish Government consultation or published research on the issues raised by the petition)?

3. What action(s) do you think the Committee should take next?

## Next Steps

Please send your written submission to [petitions@parliament.scot](mailto:petitions@parliament.scot) in **Word format**.

Once we've received your submission, we will check to make sure it complies with our guidance. If it doesn't comply, we will ask you to make any necessary changes before we can publish it online.

Please read our [privacy notice](#) to see how we process your data.