

From: RYAN, Joan [joan.ryan.mp@parliament.uk]

Sent: 07 February 2017 16:12

To: Lorraine Cordell

Subject: Automatic reply: PRIVATE AND CONFIDENTIAL Copy of letter sent to Mr Simon Cordell [SEC=OFFICIAL:PRIVATE AND CONFIDENTIAL CORRESPONDENCE]

Rt. Hon Joan Ryan MP

Member of Parliament for Enfield North

Thank you for contacting my office. This is an automated response to acknowledge receipt of your email.

I receive a large amount of emails, letters and phone calls every day and I will respond to your enquiry as soon as possible. Emails will be treated in the same manner and with the same level of importance as all other types of correspondence, but priority will be given to Enfield North constituents and to the issues affecting the constituency.

If you are a constituent, please ensure that your email includes the following:

- Full name
- Home address
- Contact telephone number
- Any relevant reference numbers we may need

If you have not included this information in your email, I would be grateful if you could amend and re-send it.

Strict parliamentary rules state that I can only deal with casework and related issues on behalf of Enfield North constituents. If you are unsure whether or not I am your MP, you can find out by checking the following webpage on the Parliament website: <http://www.parliament.uk/mps-lords-and-offices/mps/>

Please note that I will be adding your details to my newsletter distribution list, so that I can keep you updated on my work as Enfield North MP. If you do not want to receive these emails, please let me know by contacting me on: joan.ryan.mp@parliament.uk.

Thanks again for getting in touch.

Best wishes,

Joan

Rt. Hon Joan Ryan MP

Member of Parliament for Enfield North

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