

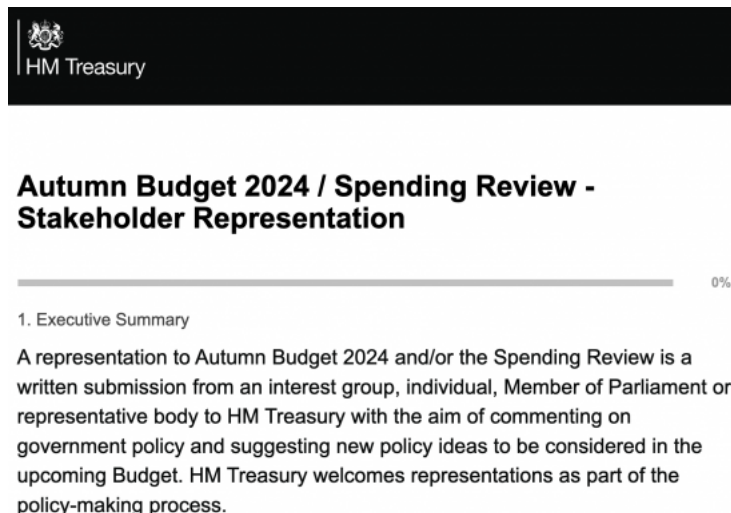
## Budget representations

Published: January 13, 2026, 1:51 pm

---

If you want to submit a representation to the Treasury in advance of the Budget, you still have a few days to do so. The deadline is 10 September.

Submissions [can be made through this website](#):



Mentions of the [Taxing Wealth Report 2024](#) would be welcomed by me.

It is best that submissions focus on a particular issue and not be too long.

---

I was asked to suggest how such a representation should be written.

I admit I do not have time to prepare something myself, but this is from ChatGPT and is not bad:

*Writing a representation to a government inquiry requires a clear, structured, and*

well-reasoned document that effectively communicates your views, concerns, or proposals on the matter being investigated. Here's a step-by-step guide to help you draft a formal and persuasive representation:

## 1. Understand the Inquiry

- **Review the Terms of Reference:** Understand the scope, objectives, and specific issues the inquiry is looking into.
- **Know the Timeline:** Be aware of submission deadlines and ensure your representation is timely.
- **Research:** Familiarize yourself with the background of the issue, relevant legislation, and existing government policies.

## 2. Structure of the Representation

### 1. Cover Letter or Executive Summary (Optional but Recommended)

- **Your Contact Information:** Include your name, address, phone number, and email.
- **Date:** State the date of your submission.
- **Purpose:** State the purpose of your representation and briefly outline the key points or recommendations.
- **Call to Action:** Politely request that your submission be considered and invite any follow-up if needed.

### 2. Introduction

- **Who You Are:** Briefly introduce yourself or your organization. Explain your interest or stake in the inquiry.
- **Why You're Writing:** Clearly state why you are making a submission. This could be to provide evidence, express concerns, or suggest solutions.
- **Summary of Position:** Summarize your key points or the position you're advocating for (e.g., support, opposition, or recommendations).

### 3. Background Information (Context)

- **Facts & Evidence:** Provide relevant background information on the issue you are addressing. Include factual data, research, or evidence to substantiate your points.
- **Your Experience:** If applicable, share your own experience or the experience of others that supports your position. This could include case studies, statistics, or real-life examples.
- **Legislative Context:** Refer to relevant laws, policies, or government actions related to the inquiry. Show that you understand the legal or regulatory framework.

### 4. Main Body (Your Arguments)

- **Key Issues:** Identify the specific issues or areas the inquiry is concerned with. Address them one by one.
- **Analysis:** For each issue, present your analysis, provide evidence, and explain why you hold a particular viewpoint.
- **Recommendations:** Offer clear and actionable recommendations. These should be practical and relevant to the scope of the inquiry.
- **Counter-Arguments:** Address potential counter-arguments or concerns the government may have. Provide rebuttals where necessary.

## 5. Conclusion

- **Summary:** Summarize the key points of your representation and restate your primary recommendations or conclusions.
- **Thank You:** Politely thank the committee or officials for considering your submission.
- **Call to Action:** You can close by offering to provide further information or to appear before the inquiry if required.

## 6. Attachments (If Any)

- If you refer to reports, research, legal documents, or other sources, list them in an appendix or attach them to your submission.

## 3. Writing Tips

- **Be Clear and Concise:** Avoid unnecessary jargon. Keep your language professional and straightforward.
- **Be Objective and Professional:** While you may have strong feelings on the issue, avoid inflammatory or emotional language.
- **Use Evidence:** Wherever possible, back up your statements with facts, statistics, and relevant research.
- **Keep It Structured:** Use headings and subheadings to make the document easy to navigate. A well-organized representation is more likely to be taken seriously.

## 4. Proofreading and Formatting

- **Check for Clarity:** Ensure that your arguments are easy to follow.
- **Grammar and Spelling:** Proofread carefully to avoid errors.
- **Formatting:** Use a readable font, standard formatting (1-inch margins, double or 1.5 line spacing), and number your pages if the document is long.

## 5. Submission Process

- Follow the official procedure for submission, including adhering to any specific format or length guidelines provided by the inquiry.
- Submit through the correct channel (e.g., by email, online form, or postal mail).

### Sample Representation Outline:

[Your Name/Organization]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

To: [Name of Inquiry or Official Title]  
[Government Department/Agency]  
[City, State, Zip Code]

Subject: Representation to the [Name of the Inquiry] on [Topic]

Dear [Chairperson/Committee Members],

I am writing to provide a formal submission to the [Name of Inquiry] regarding [specific topic/issue being investigated]. As [state your interest or expertise in the issue], I wish

*to contribute to the inquiry by addressing [outline key points].*

### *Introduction*

*Briefly introduce yourself and explain why you are making this submission.*

### *Background and Key Issues*

*Provide background information, including factual data or evidence, and identify the key issues related to the inquiry.*

### *Analysis and Recommendations*

*Provide an in-depth analysis of the issues and offer clear, actionable recommendations.*

### *Conclusion*

*Summarize your position and recommendations, and thank the inquiry for its consideration.*

*I appreciate your time and consideration of this submission. Should you require further information or clarification, please do not hesitate to contact me.*

*Sincerely,  
[Your Name]  
[Your Title/Position if applicable]*

*This format helps you present your case effectively to a government inquiry, ensuring your points are well-organized and impactful.*