

## Sample Letter to a Politician

Date

Politician's name

Politician's Title (if a Mayor/Premier/Prime Minister or Cabinet Minister)

Politician's ward/constituency/riding (if not one of the above)

Dear [Mr./Ms. \_\_\_\_\_]

Paragraph 1: State your purpose in writing the letter, e.g. "I am writing this letter to urge you/your government to..." Add some relevant facts/statistics.

Paragraph 2: Add personal and relevant experience, such as your personal involvement in, or support of, an outreach ministry to homeless people, the growing need you see around you, etc. A sentence such as "I/we are doing our best to help, but we need the support of (government)" is helpful to conclude this paragraph

Paragraph 3: Make a clear, specific request. Use bullet points and or bold type to emphasis what you are asking.

Paragraph 4: Thank the representative or the government they are part of for positive actions they have already taken on this issue. (If you don't know of any, assume the best: "I know you are concerned about the growing numbers of people waiting for affordable housing.") Follow with a question: "Will you follow up with the action needed to end this crisis?" or "What actions can you take to meet this growing need?"

Ask for a response: "I look forward to hearing your response to this concern."

Sincerely,

Your name

Your address & postal code (\*\*shows you are a constituent)

Your phone #/email (if you want them to contact you that way)

cc. other politicians/organizations who have received the letter