

Template for a Letter to a Politician

Politician's name, ward/riding or role

Date

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, either here or in the next paragraph.

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 your government" is helpful to conclude this paragraph.

Paragraph 3: Make a clear, specific request. Consider using bullet points and/or bold type to emphasize 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 up 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."

Yours sincerely,

Your name

Your address, including the postal code (This shows you are a constituent)

Your phone number and/or e-mail address, if you want them to contact you that way
cc. other politicians/organizations who have received the letter