

# Letter Template

Use this template as a starting point for sending a letter to a decision-maker.

You can replace the place-holders in brackets with your own information.

Feel free to edit the template to sound more like you.

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[Date]

[Decision-maker name]

[Decision-maker title]

[Street address]

[City], [Province/Territory] [Postal Code]

Dear [decision-maker name],

My name is [your name] and I am [insert your connection to the decision-maker]. I am reaching out about [summarize your issue in 1 sentence].

[Paragraph with more detail about the issue, including any evidence to back up your argument]

[Paragraph with information about how the issue is impacting you, potentially including a personal story to show the human impact]

I would very much like to work with you to resolve this issue. To that end, I would like to request [insert your request: a meeting with the decision-maker, an action you would like the decision-maker to take, etc.]. My hope is that this can take place [insert a realistic timeline].

Thank you for the opportunity to share my perspective. I look forward to your response.

Sincerely,

[Your name]

[Your contact information]