Include date for reference and accountability.

August 26, 2015

Include name and address of the cabinet minister with the appropriate style of address.

Hon. Joan Smith, P.C., M.P.   
Minister of Department  
365 Laurier Avenue West  
Ottawa, ON K1A 1L1

Introduce purpose and justification of the letter.

SAMPLE: LETTER

Dear Minister,

I am writing to you during “Refugee Week” in order to add my voice alongside many Canadians who believe our country should process more refugees from Syria in an expedited manner. The UN has registered 2.7 million Syrian refugees, and yet another seven million persons are displaced within that country. Their suffering cries out for a range of responses from the international community, an important one being a more generous number of persons resettled sooner in Canada.  
   
I commend your government for [announcing (in July 2013)](http://www.cic.gc.ca/english/department/media/releases/2013/2013-07-03.asp) a commitment to resettle 1,300 Syria refugees by the end of 2014. I am appreciative of Canada’s historic commitment and support for refugees from around the world. However, we can do more. The UN High Commissioner for Refugees has called on international partners to help resettle 100,000 Syrian refugees. We suggest that your government should respond by accepting 10% of this number.

Show appreciation.

Call for further action.

I hope that Canada’s leaders will open our doors to Syrians in need. Please be assured of my prayerful support for your staff in working for the increased and successful resettlement of Syrian refugees to Canada.

Offer further support and keep a respectful tone.

Sincerely,

Signature

Include your name and address.

Jane Anderson   
321 Justice Street  
Halifax, NS, A1B 2C3  
cc: other ministers/MPs/organizations who received the letter

“cc” (carbon copy) other MPs ministers, and organizations who have received the same letter. The recipient will know that others are aware of this issue.