

August 26, 2015

Include date for reference and accountability.

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



SAMPLE: LETTER

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

Dear Minister,

Introduce purpose and justification of the letter.

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.

Show appreciation.

I commend your government for announcing (in July 2013) 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.

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

Jane Anderson
321 Justice Street
Halifax, NS, A1B 2C3

Include your name and address.

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.