



Writing a Letter to Your MP

A personal letter sent to a Member of Parliament can be an effective tool for change in private sponsorship policy. Whether you are writing individually or with a letter-writing campaign, the following guidelines will help you know how to write an effective advocacy letter to a MP.

STYLE

- Original can be more effective than a form letter, so try to use your own words.
- Personalize and include your own relevant experiences.
- Specific points about your issue to explain your position.
- Concise is most effective (one page is best). If you have more information, include a brief on the topic or any other informational materials. See our One-page Brief for more information.

CONTENTS

- State purpose/objective at the beginning and briefly introduce concerns.
- Describe your interest in the issue and any relevant credentials.
- Include questions that provoke response.
- Ask for more information or clarification on your MP's position.
- Request a commitment to a specific action, and give a rationale for your request.
- Thank the MP for any positive action they have taken in the past on this issue.
- Request that the MP respond to your letter.

SAMPLE
LETTER
Next page!



Keep in Mind: Tips for Sending Letters.

- No postage is required when you send a letter to an MP at the House of Commons.
- Keep a copy of the letter you send to refer back to it when you receive a response.
- Share your letter with other individuals and organizations (like CPJ) who are also advocating for your cause.
- Follow up! Write back to the MP thanking them for their response, adding any reminders of your requests and commitments they have made.



Go Deeper: Styles of Address. For information on addressing your letter, visit the "Styles of Address" webpage on the Canadian Heritage website at bit.ly/styles-address