

March 1, 2015

Always include the date for reference and accountability.

Mr. John Smith, M.P.

House of Commons

Ottawa, Ontario

K1A 0A6



SAMPLE: LETTER

Include name and address of MP with the appropriate style of address.

Dear Mr. Smith,

State your purpose for writing the letter.

I am writing concerning the development of a federal poverty reduction strategy. In 2013, according to the lowest commonly accepted measure, 2.96 million people in Canada were living in poverty. A comprehensive federal strategy could significantly reduce this number and change the lives of many poor Canadians. I hope that you will do everything you can to bring about positive change in this area.

I have volunteered at a local food bank for six years. While it is rewarding to be a part of this work, it saddens me to see more and more people in our community in need of this type of assistance just to live day-to-day. Many of our clients could be lifted out of poverty through the implementation of a federal poverty reduction strategy.

Add personal and relevant experience.

Your party has committed to many actions to address poverty in Canada, including: reforming employment insurance, offering affordable housing and childcare, and seeking justice for aboriginal peoples. Your party has also called for Parliamentary hearings to address a federal poverty reduction strategy. Please now adopt an **official federal poverty reduction strategy**, which would include:

- Creating a comprehensive, integrated federal plan for poverty elimination
- Passing a federal Act to eliminate poverty, promote social inclusion and strengthen social security
- Collecting and allocating sufficient federal revenue to invest in social security

Include clear requests.

Ask questions.

Thank you for your commitment in the past to justice and combating poverty. Will you now work towards a federal poverty reduction strategy to be announced by your party? What specific actions will you take towards this goal? Please respond with answers to these key questions.

Thank the MP for actions they have taken.

Sincerely,

Request a response.

Signature

Jane Anderson

321 Justice St.

Edmonton, AB A1B 2C3

cc: other MPs, ministers, and organizations who also received the letter

Include your name and address at the end of the letter. Your postal code is very important as it shows that you are a member of your MP's constituency.

"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.