



Letter Writing

Canadian members of Parliament receive thousands of messages from constituents by letter, fax and e-mail each week. A well-written letter can draw attention to a problem or influence public policy. A poorly written letter may cause offence, confuse the issue or simply be ignored. Here are a few tips to write effective letters to your Member of Parliament.

Why Write?

- Government responds to constituents who write letters;
- Your one letter counts; it represents 50 – 500 taxpayers who didn't write;
- It is better than a form letter or signing a petition;
- It influences politics and policies;
- It shows care and concern; it expresses your opinion; if voices appreciation.

When To Write?

- When policy decisions are being made;
- After introduction of a bill;
- Anytime you have a concern.

What To Write?

- Include your name, address, postal code, and date of the letter;
- Refer to bill number and title, if applicable;
- The issue / concern you are addressing;
- YOUR opinions on the matter;
- ACTION being requested;
- QUESTION requiring an answer.

How To Write?

- Brief, concise, positive, constructive, polite;
- Be specific; one topic per letter; focus on how it affects you; use personal examples to support your point;
- One page, one-sided if possible;
- IN YOUR OWN WORDS; Handwritten
- Nice counts!
- Ask what they plan to do

Where and To Whom To Write?

- To government: federal, provincial, municipal
- Other persons in authority: church, schools, business, professionals, organizations
- Address the letter to the minister of the department and copy to your own MP
- Use proper language and forms of address

ASK FOR A RESPONSE – and don't forget to say Thank you!!!!

Forms of Address

Federal:

Prime Minister

The Rt. Hon. _____

Prime Minister of Canada

House of Commons

Ottawa, ON K1A 0A6

Dear Mr./ Ms. Prime Minister

Respectfully yours,

Member of Parliament

Mr./Mrs./Ms. _____

Member of Parliament

House of Commons

Ottawa, ON K1A 0A6

Dear Mr./Mrs./Ms. _____

Sincerely yours,

Cabinet Minister

The Hon. _____

Minister of _____

House of Commons

Ottawa, ON K1A 0A6

Dear Mr. / Ms. Minister

Sincerely yours,

Senator

The Hon. _____

Senator

Parliament Building

Ottawa, ON K1A 0A4

Dear Mr./Ms. _____

Sincerely yours

Provincial

Provincial Premier

The Hon. _____

Premier of (Province/Territory)

Dear Mr./Ms. Premier

Respectfully yours,

Cabinet Minister

The Hon. _____

Minister of _____

Dear Mr./Ms. Minister

Sincerely yours

Alberta:

307 Legislature Building

Edmonton, AB T5K 2B6

British Columbia

Parliament Buildings

Victoria, BC V8V 1X4

Manitoba

450 Broadway

Winnipeg, MB R3C 0V8

New Brunswick

Centennial Building

PO Box 6000

Fredericton, NB E3B 5H1

Newfoundland and Labrador

Confederation Building

PO Box 8700

St. John's NL A1B 4J6

Northwest Territories

Government Leader

PO Box 1320

Yellowknife, NT X1A 2L9

Nova Scotia

PO Box 726

Halifax, NS B3J 2T3

Nunavut

Box 1200

Iqaluit, NU X0A 0H0

Ontario

Queen's Park

Toronto, ON M7A 1A1

Prince Edward Island

PO Box 2000

Charlottetown, PE C1A 7N8

Québec

Hôtel du Parlement

Québec, QC G1A 1A4

Saskatchewan

Legislative Building

Regina, SK S4S 0B3

Yukon

Government Leader

PO Box 2703

Whitehorse, YT Y1A 2C6

REMEMBER

- No stamp is needed for letters to member of federal parliament or senators (The post office requests that you write MP after the person's name)
- Send copies of your letter to others (ie Prime Minister, Cabinet Ministers and your local MP)