

How to write a letter to an MP

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A personal letter can go a long way in reaching a Member of Parliament. Whether you are writing as a part of a letter-writing campaign or on your own, the following guidelines will help you know how to write an advocacy letter to an MP.

Style

- A personal letter is much more effective than a form letter, so try to **put it in your own words**.
- If you can, make the letter **personal** by including your own experiences.
- An **email** is just as effective as a letter by post, as Parliamentary staff handle both in the same way. (Remember to include your postal mailing address if you write an email.)
- Emphasize **two or three** major points, and keep to the same topic.
- Try to keep the letter to **one page**. Do not exceed two pages. If you have more information to share, include in the envelope a [brief](#) [1] on the topic or any other informational materials.

Contents

- Your **objective** should be stated from the outset. Follow this with a brief introduction outlining your concerns.
- Describe your **interest** in the issue and your **credentials** to speak on it.
- Ask questions that provoke a **response**. Ask for more information or for 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 he has taken in the past on this issue.
- Request that the MP **respond** to your letter.

Other Tips

- **No postage** is required when you send a letter to an MP.
- **Keep a copy** of the letter you send. This way you can refer back to it when you receive a response.
- [Share your letter](#) [2] with other individuals and organizations who are also advocating for your cause. That way, your network of advocates knows what you have communicated to the MP.
- [Follow up](#) [4]. Write back to the MP, thanking him for his response, and remind him of your requests and any commitments he has made.

<http://www.cpj.ca/en/content/how-write-letter-mp>