

## WRITTEN LETTER FORMAT

Use this template to prepare to write a letter to your audience.

Your address	
Date	
<b>Address</b> <i>When writing to your MP or provincial representative, use their constituency office address whenever possible.</i>	
<b>Salutation</b> <i>Make sure you use the correct form of address and salutation – [Click here] for help.</i>	
<b>State your main issue</b>	
<b>Your personal story</b> <i>Include a brief summary of your personal experience with the main issue.</i>	
<b>Facts supporting your concern</b> <i>Be sure to only include the facts that directly support your concern. Don't overwhelm your reader with too many facts and figures!</i>	
<b>Specify how your audience can make a difference</b>	
<b>Final remarks / contact info</b>	