



Tips for Letter Writing

Letters should be addressed in the following way:

To Your Member of Parliament...

Name of Member of Parliament
Name of Constituency
House of Commons
Ottawa, Ontario
K1A 0A6



Dear [Member of Parliament]
Member for [your riding]

When concluding your letter, be sure to include (after your name), the following:
Constituent of [your riding].

There is no charge for mailing a letter to the House of Commons from within Canada, so just drop it off in your nearest postbox.

Letters should include—

- **Your name and any other pertinent identifying information.**
For example: If you are writing about an Israel-related issue, you might say, “I am a Jewish Canadian. I spent six weeks in Israel last summer.”
- **The issue you would like to address and any pertinent facts** that support your point of view. For example: If you are writing about access to pro-choice counseling, you might say, “Counseling is not available to girls under eighteen not accompanied by an adult. The closest clinic offering this type of counseling is fifty miles away.”
- **The action you are asking the governmental official to take.**
For example, if you are writing about an upcoming environmental bill, you might say, “Please vote in favor of bill number XX to save the trees in the forests of Saskatchewan.”
- **A request for a response if you would like one.**
Be sure to include your full address.

Letters should—

- Be respectful.
- State your point briefly and succinctly.
- Use proper grammar and spelling.

