

Easy Steps to Writing Letters That Count

Why write?

- Your one letter counts
- It supports League resolutions
- It expresses opinions

When to write?

- After resolutions are adopted
- Anytime you have a concern
- When policy decisions are being made

What to write?

- Your name, address, postal code, date
- The issue/ concern you are addressing
- Your opinions and feelings on the issue
- A question requiring an answer

How to write?

- In a positive, constructive and polite tone
- Brief and concise
- In your own words

Where and whom to write?

- To government, federal, provincial, municipal
- Business, school system, professions and other organizations

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./Ms. ---
Member of Parliament
House of Commons
Ottawa, ON K1A 0A6
Dear Mr/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 0A6
Dear Mr/Ms.
Sincerely yours,

Provincial : P. O. Box 726, Halifax, Nova Scotia B3J 2T3

Provincial Premier

The Hon. ---
Premier of Nova Scotia
Dear Mr./Mrs Premier
Respectfully yours,

Cabinet Minister

The Hon. ---
Minister of ---
Dear Mr./Ms. Minister
Sincerely yours,

Remember

- **No stamp is needed for letters to members of parliament or senators**
- **Note : the post office requests that you write MP after the person's name**
- **Postage is required for letters to members of the provincial legislature.**

Guidelines

1. Be brief and polite.
 2. Write on one issue. Keep it short.
 3. Ask what they plan to do.
 4. Use proper etiquette.
 5. Thank the person whenever you can agree with something
- ***A question in the letter will help ensure a response.**
 - ***The letter may also state, « I ask you, as my MLA; MP to bring my concern to the government »**