

## LETTER TEMPLATE

(DATE)

Dear \_\_\_\_\_:

**Introductory Paragraph** - Begin the letter by stating how you are looking forward to learning more about his/her platform regarding the child and family services sector during the campaign. If during his/her campaign or if he/she recently spoke of a concern that is mutual for your agency then highlight it. (i.e “During your campaign you spoke of your desire to ensure that the needs of vulnerable Albertans are met. We strongly support the Government of Alberta’s commitment to children and families services and believe that this commitment must not be compromised, especially during times of an economic downturn”).

**Body of Letter** - Briefly summarize what your agency in your community is all about. (The \_\_\_\_\_ was established in \_\_\_\_\_. We are a charitable organization in your community and we are concerned with \_\_\_\_\_. We provide the following series in this community \_\_\_\_\_.)

**Closing Paragraph** - End the letter by once again by reiterating the importance of funding the essential services in the child and family services sector. Extend them an opportunity to meet with you, or request a time to meet and discuss issues of mutual interest.

Yours truly,

*This letter could be written by the chair of the Board of Directors or the CEO/ED of the agency*