Name of group/organisation (If applicable) DD-MM-YYYY

Address (If applicable)

Province, Postal code

Dear [insert MP/MPP/MLA/elected official’s name],

*Introduce yourself. Include a description of your organization (if applicable)* [My name is Sam, and I’m writing on behalf of X, a local community group in your riding that [insert your mission or focus of your work].

Congratulations on your successful [election / re-election] as the [insert position: MP, MPP, MLA, etc.] for [RIDING NAME] [and for attending our local debate in the lead up to it]. We look forward to seeing how you’ll represent the interests of our constituency, particularly in voter priority areas raised during the [the debate OR / the election] like [insert priority areas, particularly those relevant to your organization’s work].

*Include details about what you’re working on that you’d like your MPP’s support for. Feel free to use any of the following paragraphs as guidance:*

1. **Holding your elected official to their commitments (if they attended your debate):** We have taken note of the commitments you made to constituents at the debate and look forward to seeing your leadership on these issues. These include: [LIST COMMITMENTS MADE AT DEBATE HERE]
2. **Write about your concerns:** Our group is particularly concerned about [insert issue], one of the key issues discussed at our debate. [Briefly describe why you are concerned, including why the issue matters to you, your group or community specifically. Include a solution you’d like to see your elected official speak up for. Try to make a specific request,, e.g.: “Will you raise these concerns within your caucus?”
3. **Request a meeting:** We’d like to request a meeting with you to discuss some of these priority issues and how you can help to support constituency interests as our [MP/MPP/MLA/etc.]. Are there some dates and times where you would have availability to talk with us?

Over the next four years, we will continue to work with our community to ensure tangible progress is being made in these priority areas. We look forward to working with you too to advance these efforts.

Best regards,

*Name of organiser(s)*

*Phone number*