

SAMPLE LETTER TO YOUR MP/MPP

This sample letter is provided as part of an information campaign toolkit, developed by ACTEW (A Commitment to Training and Employment for Women), to help address an array of issues facing women's access to the labour market. The full toolkit is available on the ACTEW web site at <http://www.actew.org/campaign.html>. Please feel free to edit this letter as necessary and send to your MP/MPP. Optional text, or text that may require customization, is in brackets. If you are sending the letter on behalf of an organization, please use your letterhead.

Your Name
Your Street Address
City, Province
Postal Code

Date

Dr./Mr./Ms Jane Doe [if MP/MPP] or
The Honourable Jane Doe, Minister of Housing [if Minister]
Address of MP or MPP
[For MPP addresses see <http://www.electionsontario.on.ca>]
[For MP addresses see http://canada.gc.ca/directories/direct_e.html]

Dear Dr./Mr./Ms Jane Doe [if they are MP or MPP] or Dear Minister [if they are a Cabinet Minister]:

As a citizen living in your riding [and a staff member of (name of your organization) involved in an information campaign with ACTEW (A Commitment to Training and Employment for Women)], I am writing to you to express my concerns about the inequities many women face in accessing employment and training services in Canada. I would like to urge you and your fellow MPs [MPPs] to give serious consideration to implementing a gender-based analysis on all labour force development policy to ensure that women's employment and training needs are put back into the policy picture. I would also like to encourage you to follow the recommendations set out in ACTEW's recent report on women's access to employment and training to the extent made possible by your position as a political representative. A copy of their report is enclosed for your information. [If you have not yet seen a copy of the ACTEW's "Putting Women in the Picture" report, it is available through their web site at http://www.actew.org/campaign/PWP_Report.pdf.]

I believe strongly that the federal [provincial] government needs to take a lead in putting forth policy initiatives to reduce current gender inequities in accessing the labour market and employment and training program and services.

As you may know, ACTEW [A Commitment to Training and Employment for Women] is a provincial umbrella group of agencies delivering employment and training services to women. ACTEW's mandate is to promote women's full economic and social participation in the Canadian labour force by supporting community-based training programs. To that end, ACTEW is organizing an information campaign to ask that all levels of government involved in labour market development — federal, provincial, territorial or municipal — act to ensure that women's unique labour market needs are included in the full spectrum of policy development.

I hope you would read the enclosed materials and bring up our concerns at your caucus meetings. I look forward to hearing back from you as to what action plans you have come up with to address women's equitable access to employment and training in Ontario. Thank you for your time and consideration.

Sincerely,

[Your name and signature]

cc A Commitment to Training and Employment for Women (ACTEW)