

## 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.

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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](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]:

Thank you very much for taking the time to meet with us on [date] to discuss women's equitable access to employment and training in Ontario. As you know, training and educating women strengthens Canada's position in the global economy, expands the tax base, develops flexible labour pools and promotes the health and wealth of families.

At the meeting, we discussed [insert the key points that were addressed]. We also left you with a list of the specific recommendations *including the following* [optional — provide a list of key recommendations from the position paper and/or briefing notes in bullet format below.]

[You may also want to include any missed points that were not covered in the meeting, especially if the meeting was cut short.]

[Acknowledge in detail the commitments and action that the MP/MPP stated that they would take. Also note any recent labour market policy developments and changes in your local community that need immediate attention.]

Thank you again for making the time to meet with us and for your support in

helping put women's employment and training issues back on the policy agenda.

Sincerely,

Name(s) of Attendees at the Meeting

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