

TIP SHEET:

Writing a Letter



You might want to follow these guidelines for writing a self-advocacy letter:

- Keep it short (not more than one or two pages)
- Be courteous
- Make sure your letter is readable (if your writing isn't clear, try using a community centre computer)
- Write about only one issue per letter
- If you have access to the technology, try sending your letter by fax or e-mail (e-mail yourself a copy too)
- Make sure you keep a copy for yourself

Here are some suggestions about what to include in a self-advocacy letter.

- Date
- Your address, including postal code
- Name of person you are writing to
- Name of agency/government department address, including postal code
- Salutation. Dear _____
- A statement of what you want from the person you are writing to
- A brief description of the situation
- The names of people you have already contacted to try and resolve the situation
- A closing statement
- Your name
- A telephone number where you can be reached or where a message can be left

1-800-499-1986 • www.cdnaids.ca • www.HIVandPoverty.ca

This project is funded by the Government of Canada's Social Development Partnerships Program. The opinions and interpretations in the publication are those of the author and do not necessarily reflect those of the Government of Canada.

This tipsheet was compiled using the following resources:

May, Pat. "The Advokit: A Self-Help Guide on how to Advocate for yourself." Penticton Advocacy Network, 1996. As cited by Domestic Abuse Must Stop, 2004. www.domesticabusemuststop.org

Advocacy in Action! Getting Problems Solved

January 3, 1996

1234 High Street
Penticton, B.C.V2A 2H0

Helen R. Supervisor
Ministry of Bureaucracy
Parliament Buildings Victoria, B.C.
V2R 4X8

Dear Ms. Supervisor:

Your office says I did not send proper receipts in order to get reimbursed for some health expenses. I would like you to help me get this sorted out.

Here is what happened. On November 30, 1995 I called the Penticton office and spoke to Chris who said that all I needed was to send in Form A. I sent in Form A, plus some receipts I got a phone call from Jody in your office on December 7 saying that I also needed Form B.

I went to the Penticton office and picked up Form B and sent it in. I got a letter back from your office saying that I had never sent in Form A. I called your office on December 20 and talked to Kim to say that I had already sent in Form A along with the receipts your office needed. Kim said that they had never been received either Form A or the receipts. I told Kim that your office must have received them since I got a phone call saying that I needed to send in another form. Kim insisted that the Form A had never been received.

I didn't keep a copy of the receipts that I sent with Form A. Your office has lost them along with the original form. Would you please look into this and call me at 490-000 by January 12 to let me know when I will be reimbursed for my health expenses.

I am feeling very frustrated by this situation and I would appreciate your help to get it resolved.

Yours sincerely,

Sandy Smith.