

suggested layout for letters and emails to a Member of Parliament (MP)

letter

envelope

Your name Your address	no postage necessary!
MP's full name House of Commons Ottawa, ON K1A 0A6	

layout

[Date]

[Name and Title of MP - check correct title in [MP list](#)]

[MP's Address]

Dear MP/Honourable _____,

Give your letter an engaging title

[Personal introduction about yourself]

[Thank them for any action they have taken or you have read about.]

[Body of letter – use the [EPIC format](#) - Engage reader, state the Problem, Inform about solutions, and give a Call to action. Keep it to 1.5 pages max or less than 500 words typed.

- Using bullet points can help highlight key statistics

[Ask for a response or copies of any replies they receive on your behalf.]

[Thank them for their attention to your letter.]

Yours sincerely,

Signature

Your Name

Address and postal code

Contact Phone Number

FICTIVE EXAMPLE – DO NOT USE CONTENT

September 10, 2025

The Hon. Jane Doe MP
House of Commons,
Ottawa, Ontario K1A 0A6

Dear MP Doe,

Saving lives with the Global Fund

I write to you today as a member of your constituency who is concerned by so many people getting sick from preventable diseases across the globe. By way of introduction, I am a student of nursing at the University of Ottawa and I have always had a passion for health.

I would like to start by thanking you for all of your efforts in improving our local communities with your participation in community events and your contribution in providing funding for seniors' housing in the Bayward district.

In regard to the issue of global suffering, there are approximately 1.25 million TB-related deaths worldwide. This poses a significant health threat, and TB is now the world's most

deadly infectious disease. We know that this disease and other epidemics can be ended, and indeed deaths from HIV, TB and malaria have dropped by about 40% since 2000.

Global health initiatives such as the Global Fund to Fight AIDS, Tuberculosis and Malaria are effective in increasing protection against diseases and have helped millions of people access treatment for TB, amongst other achievements. In 2022, Canada increased its investment in the Global Fund by 30%, from \$930.4 million to \$1.21 billion. This represents the single largest investment Canada has made towards any international financing institution for health.

In 2025, the Global Fund is seeking from donors and partners globally. Many countries with just as large economies have pledged billions of dollars to the Global Fund. I believe Canada has the fiscal ability to at least maintain our pledge, if not increase it to allow for the faster elimination of TB.

With your seat on the Foreign Affairs and International Development Committee, I highly encourage you to use your voice to support this request to the Minister of Foreign Affairs and Secretary of State for International Development.

A copy of your correspondence would be appreciated. Thank you for taking the time to attend to my letter, and I look forward to your response.

Yours sincerely,

Bob Citizen
5 Smith Street
Ottawa, ON K1A 2B3
Ph: 123 456 789, E: bob.citizen@gmail.com

email

layout

To: Find your MP's email by searching for their name [here](#)

Subject line: Give your email an engaging subject like “Is Canada giving enough aid?”

Body of email:

Dear MP/Honourable [full name],

[Personal introduction about yourself]

[Thank them for any action they have taken or you have read about.]

[Body of email – use the [EPIC format](#) - **E**ngage reader, state the **P**roblem, **I**ncorporate solutions, and give a **C**all to action. Keep it to 3-4 paragraphs max.

- Using bullet points can help highlight key statistics

Ask for a response or copies of any replies they receive on your behalf.]

[Thank them for their attention to your letter.]

Yours sincerely,

Your Name

Address

Phone Number

FICTIVE EXAMPLE – DO NOT USE CONTENT

To: jane.doe@parl.gc.ca

Subject line: Saving lives with the Global Fund

Dear MP Doe,

I am a student of nursing at the University of Ottawa with a passion for health. As your constituent, I am concerned by so many people getting sick from preventable diseases across the globe. Tuberculosis is the world’s most deadly infectious disease even though it is preventable and curable!

Global health initiatives such as the Global Fund to Fight AIDS, Tuberculosis and Malaria have helped millions of people access treatment for TB, amongst other achievements. In

2022, Canada invested \$1.21 billion in the Global Fund, the single largest investment Canada has made towards any international financing institution for health.

In 2025, the Global Fund is again seeking investments from donors and partners globally. I believe Canada has the fiscal ability to at least maintain our pledge, if not increase it. With your seat on the Foreign Affairs and International Development Committee, I highly encourage you to use your voice to support this request. You can do so by writing to the Minister of Foreign Affairs and Secretary of State for International Development.

A copy of your correspondence would be appreciated. Thank you for taking the time to attend to my letter, and I look forward to your response.

Yours sincerely,

Bob Citizen
5 Smith Street, Ottawa, ON K1A 2B3
Ph: 123 456 789