The Honourable Minister \_\_\_\_\_\_\_\_\_\_\_

Ministry of \_\_\_\_\_\_\_\_\_\_\_

Street Address

Province, Postal Code

Email Address

Date

Re: Write a succinct subject line here

Dear Minister \_\_\_\_\_\_\_\_\_\_\_,

Start with a hook that links this letter directly to the work of that Minister. Have they been focused on a relevant issue lately? Have they launched a relevant program? Write something in the first paragraph that makes it clear why what you’re writing is relevant to their work. This paragraph should be 3-4 sentences.

In the second paragraph, introduce your issue in more detail. What specifically are you writing about? Briefly outline some of the benefits - again, letting the reader know why it’s important that they pay attention to this letter. This paragraph should also be 3-4 sentences.

The third paragraph is where you get into the real arguments. Go into detail about what’s happening with the process, what’s at risk, and what can be done about it. This sentence can be longer than the first two, but should not be more than 200 words.

Outline what you want the Minister to do about it:

* Bullet points are great
* Many people will just scan your letter
* This is what they’ll pay the most attention to

Reiterate your hook from the initial paragraph. Why does this Minister need to do something about building codes? End with a positive note about your willingness to work together.

Sincerely,

Your Organization