

# HOW TO: WRITE AN INVITATION LETTER TO YOUR MPP

Write a letter to your MPP to invite them for a meeting or a visit to your organization. As MPPs are settling into their new roles and forming budgets and policy directions, you can shape their thinking by offering your expertise on the issues that matter to your community. It is the first step in building a relationship with your MPP and putting your organization on their radar for future collaboration that can benefit you both. Treat your letter to your MPP as an introduction to how community organizations like yours can help them better serve their constituents.

You can send your letter by email, or better yet, send snail-mail. It shows your MPP you're serious. You can find the MPP for your region [here](#).

1. Find the names and contact information for your MPP.
2. Use the text below, and customize it to share the story of your organization.
3. Feel free to attach the Ontario for All Call to Action to introduce them to the key issues that need to be on everyone's agenda.
4. Include contact information where the MPP can follow up if they have questions or want to talk more.
5. Mail and email your letter to your MPP. Be sure to cc [ontarioforall@gmail.com](mailto:ontarioforall@gmail.com).
6. [Plan](#) your meeting.
7. When you meet your MPP, let us know you've done it! We want to track activities of collective impact. Fill out a short feedback form [here](#).

Your Organization Name  
Mailing Address

Date

MPP Name  
Mailing Address

Dear Mr./Ms. MPP's Name,

On behalf of our community, thank you for choosing to serve Ontario's democracy and the people of *your riding name*. We'd like to take this opportunity to introduce our organization and invite you to visit our agency to discuss some of the urgent priorities affecting people in this constituency.

*Insert 1 paragraph introducing your organization: its mission, activities, number of years in the community, and an example of what the people you serve are facing.*

Ending poverty and inequity is everyone's business. We are committed to working with you, and all MPPs serving Ontario, to build an Ontario where everyone belongs.

We invite you to meet with *[indicate with whom the MPP will meet: staff, volunteers, program participants. Indicate whether there will be a photo opportunity]*. This is an opportunity to see firsthand the impact of policy on the lives of people in our community, and the work of community organizations in helping people overcome the obstacles they face in meeting their needs and pursuing their goals.

We will be in touch with your office to arrange a date and discuss options for a site visit. You are welcome to contact *[Name], [title], [email]* directly if you would like to discuss details or to schedule a visit.

We look forward to the opportunity of meeting with you,  
*Your organization*