

Sample Advocacy Letter

DATE

Your NAME

Your ADDRESS

Your PHONE NUMBER

Dr/Service provider NAME

Dr/ Service Provider ADDRESS

Dear Mr/Mrs/Ms/Dr (NAME)

Re: *what is the area of concern that you want addressed* i.e. access to a Health Care Card

Step 1 Make your concern clear and to the point. Give a brief introduction, no more than a couple of sentences, which indicates exactly what your issue is about.

Step 2 Briefly outline how this issue affects you and if relevant the wider community and how this has affected you emotionally, physically, or financially.

Step 3 Include supporting material that will help the reader to understand your issue. Keep originals and only provide copies.

Step 4 Explain why you believe your issue is unacceptable.

Step 5 Explain what steps you have taken to resolve the matter.

Step 6 Tell them what you want. Indicate what action you think should be taken to resolve the issue. Make sure your request is reasonable and within the power of the person you are addressing your letter to. If you are not sure what is reasonable, contact the CF WA services team and we can help.

Step 7 Ask that your concern be acknowledged in writing and how long it will take to receive feedback.

A Few Tips About Letter Writing

If you still have trouble writing your letter of concern, you could start by simply writing out from your memory everything that has happened relating to your concern. Once you have done this put it in the order that it actually happened.

This may make it easier to see what are the "key issues" and then you can write your letter.