

## Sample letter:

DATE:

Hon. Doug Ford  
Premier of Ontario  
Premier's Office, Room 281  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1

Dear Hon. Ford: **Re: New Building for the Children's Treatment Centre of Chatham-Kent**

- 1. State why you are writing the letter to support the new building for the Children's Treatment Centre:** e.g. the current building does not meet accessibility standards, therapy rooms are not private, there are no suitable rooms for teens, groups and parent education, crowded pool change rooms, lack of privacy in change rooms, front door has no covered area for drop offs, etc.
- 2. Describe your child and family:** age, type of need, etc.
- 3. Include 2 or 3 specific points that explain how the CTC has helped your family:**
  - We have come to rely on the services and supports offered to us.
  - My child likes the Centre because.....
  - My child has made progress because...
- 4. Include a question and ask for a response:**
  - Do you have plans to fund the new building?
  - When will the funding for the new building come?
- 5. At the end of the letter:** Thank Premier for his commitment, and say you look forward to receiving a response from him.

Sincerely,

Your name and  
address

Email and/or Phone Number (if you are comfortable providing this information)

**cc: Todd Smith, Christine Elliott, Hon. Monte McNaughton, MPP Rick Nicholls and Laurie Scott**