

WHEN TO USE THE SELF-ADVOCACY LETTER

A formal and serious way of handling your self-advocacy issue is by writing a letter. It is important to try and resolve your problems or difficulties through an informal approach first (e.g. speaking to the person directly about the problem or talking to a friend/peer advocate/professional about your problem). You can use the information you collect to assist you in creating your advocacy letter.

THE SELF-ADVOCACY LETTER

A standard self-advocacy letter looks like this

1. YOUR NAME
YOUR ADDRESS
YOUR TELEPHONE NUMBER & E-MAIL

2. THE DATE WHEN YOU WRITE THE LETTER

3. NAME OF THE PERSON YOU ARE SENDING THE LETTER
TO
THEIR TITLE
THEIR ADDRESS
THEIR TELEPHONE NUMBER

4. THE SALUTATION (DEAR MR./ MS. X)

5. PARAGRAPH # 1: WHY YOU ARE WRITING (PURPOSE OF THE LETTER) AND IMPACT THE ISSUE HAS ON YOU
6. PARAGRAPH # 2: THE SITUATION AND THE FACTS
7. PARAGRAPH # 3: WHAT SOLUTIONS DO YOU WANT THE PERSON/SERVICE PROVIDER TO DO
8. REQUEST THAT THEY RESPOND TO YOUR LETTER
9. THE CLOSING (EG. SINCERELY, ETC)
10. YOUR SIGNATURE (WRITTEN)
11. YOUR NAME (TYPED)
12. **cc:** (This is a list of people/places you are sending copies of this letter to, for example, Ministry of Health, your member of parliament, your lawyer, your advocate).

Decide what you want each of these people to do about the letter and mark it on their copy. For example, you might say "For your information only" if you just want the person to know that you have made the letter. If you want the person to take action, tell them what action you think they might be able to take.