# Sample Letter to Service Provider Association

Letters can be used to raise awareness about an issue or request a specific action. When writing to legislators and policy makers, strive to communicate as professionally as possible.

Do your homework. If you are asking for a specific action, be sure it is a reasonable request and something the recipient can undertake.

Tips:

* Be specific.
* Persuade with logic, not emotion.
* Keep your letters to one page. If necessary and appropriate, attach a fact sheet.
* Check your spelling!
* Be polite and thank the recipient for their consideration in your closing sentence.

### Sample Letter to Service Provider Association follows on next page

DATE
NAME
ADDRESS
CITY, PROVINCE, POSTAL CODE

Dear XX,

The Family Caregivers Organization is dedicated to supporting those affected by mental illness and their loved ones. In an effort to ensure the best treatment possible, we are writing to bring your attention to the *National Guidelines for a Comprehensive Service System to Support Family Caregivers of Adults with Mental Health Problems and Illnesses* from the Mental Health Commission of Canada.

The Guidelines reinforce many of the recommendations laid out in *Changing Directions, Changing Lives: The Mental Health Strategy for Canada* and provide a comprehensive view of the critical role that families play in increasing positive outcomes for people living with mental illness. The evidence-based, informed, and comprehensive approach outlined in the Guidelines highlights the need for family involvement in patient care, information sharing with professionals, and inclusion in treatment planning. By promoting meaningful and consistent inclusion of families in the circle of care, this approach ensures families are adequately supported in their efforts to secure treatment and services for their ill relative.

Adoption of the national Guidelines will increase recognition of family caregivers and increase existing efforts to support this important group of people who contribute so much to the wellbeing of people living with mental health problems and illnesses.

To help maintain current competency and best practice standards in effective treatment for people living with mental health problems and illnesses, we ask that you inform your members about the availability of the Guidelines through your website and publications. Providing your members with this information and continuing to reinforce evidence-based best practices to help family caregivers will result in improved patient care and community wellness. Please respond at your earliest convenience outlining your plans to distribute the Guidelines.

The Family Caregivers Organization appreciates your continued efforts to ensure quality care and your consideration of our request. We are pleased to offer our assistance and answer any questions you may have about family caregivers of people living with mental health problems and illnesses in the region. Feel free to contact us at ###-###-####.

Sincerely,

Executive Director

Family Caregiver Organization