

XX XXXX, 2025

XXXXXXX, M.P.P.,
XXXXXX
XXXXXXX
Main Legislative Building
Queen's Park
Toronto, Ontario
M7A 1A2

Via email: XXXXXXXX

Dear XXXXX

On behalf of *(Your Agency)* I'd like to offer my sincerest congratulations on your recent election(re-election) as MPP for *(INSERT RIDING)*

(Insert Here Additional Details on your agency's background, number of people you support etc. If you have a previous relationship with the MPP, or have met them before, use this space to mention previous meetings, etc.)

Since 1993, successive Ontario Governments, have increased core funding to support agencies by less than 7%, while the cost of living has soared by over 60% over that same time. 52,000 adults with intellectual disabilities who are languishing on the Developmental Services (DS) waitlist in Ontario. Developmental services agencies across the province, including here in *[INSERT NAME OF YOUR RIDING]*, say the system is no longer sustainable.

(Insert Your Agency's Additional Concerns and unique challenges your agency is facing)

We understand that the next few weeks and months will be extremely busy for you, however we would welcome the opportunity to arrange a meeting either in person or virtually with you and/or your staff at your earliest convenience to discuss the critical issues impacting the developmental services (DS) sector and the people living with developmental disabilities we serve in *[Electoral district or community]*.

Please feel free to contact me directly at *(Insert Email to use)* or have your office reach out to me to schedule a meeting at any time.

We look forward to meeting with you to discuss the important priorities for the developmental services sector and working together to ensure the sustainability of the DS sector so we can continue to perform essential work in our community.

Congratulations again, we wish you all the best in your role in the months and years ahead.

Sincerely,

[Your Name]
[Your Title]
[Your Organisation]
[Your Contact Information]