

Template Meeting Request:

This is a sample email/letter that you can send to your local candidates to request a meeting. – please remember to remove all italicized placeholders and replace them with the appropriate information.

[MONTH] XX, 2025

*Mr./Ms.] [FIRST NAME] [LAST NAME]
[Candidate, Riding Name]*

Via email: *[EMAIL]*

Dear *[Mr./Ms.]/ [CANDIDATE LAST NAME]*,

On behalf of *[Local Member Agency]*: I am reaching out to request a meeting either in person or virtually ahead of this year's General Election in Ontario 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]*.

[Insert local context about your agency]

We look forward to meeting with you at a time of your convenience to discuss important priorities for the developmental services sector that are vital to our continuing ability to ensure that people with developmental disabilities and their families in *[Electoral district or community]* have access to the supports and care that they need.

To confirm your availability, or if you have any questions, please contact me at *[contact details]*. We eagerly look forward to meeting with you and will follow up to confirm the details.

Sincerely,

*[Your Full
Name]*

[Your Title]

*[Your Contact Information including phone number and
email address] [Local Member Agency Name]*