

Group Name  
Address  
Phone Number  
Email

Name of Person  
Title  
Address

Dear Mr/Mrs

I am a member of the (Group Name here) Self Advocacy Group. Our group is run by people with disabilities who have joined together to have their voices heard and support each other. We work together to make sure we have the same rights, choices, and opportunities as anyone else. Our group meets (insert here how often you meet and when).

We are writing to you because we have an important issue we would like to talk to you about. Our issue is that (insert your issue here). We feel very strongly about this issue because (insert here why the issue is important).

We would very much like to meet with you about this issue and some of the changes we think should happen make things better. Some of these changes are:

- Insert the change you want here
- Insert the change you want here
- Insert the change you want here

We would like you to come to one of our meetings to talk about the issue or if you cannot come to a meeting we would be happy to come and meet you at your office.

We hope that you will be able to meet with us because we would also like to hear any ideas or information you have about the issue. You can email or phone us to organise a meeting time and place.

Thanking You

Yours Sincerely

Insert Name position and group name here.