**Sample Letter/Email for Ministry Units Applying to CSJ**

**Not sure who your MP is or where to reach them?** Look them up [here](https://www.ourcommons.ca/members/en) and send your letter/email to their **Constituency Office** or **Email**

Dear [MP’s name],

We are writing to let you know we have recently applied for Canada Summer Jobs funding for summer 2020 and to let you know about the work we do in your riding. **{if you received funding from your current MP or his/her predecessor last year, mention it as well** – We are grateful from the support we received from [you/your predecessor] last summer and would welcome that support again this year.]

The Salvation Army is active in 400 communities across Canada, engaging youth in meaningful work, serving individuals and families in need, and striving to live out our core values of Hope, Service, Dignity and Stewardship.

As you may know the [name of your ministry unit or program] has been active in the community for [number of years]. During that time [provide some highlights of the program, how many people have been served, how many jobs have been created, etc.]. This program is made possible, in part, due to the support received by Canada Summer Jobs grants.

We would welcome the opportunity to share more about the programs a Canada Summer Job grant would support as well as our work more generally. Please accept this as an invitation to visit our [church, residence, facility, program] over the coming months.

Thank you for your consideration. Please do not hesitate to contact me if you have any questions. Sincerely,

Executive Director/ Corps Officer Ministry Unit Name

cc: your Area or Divisional Secretary for Public Relations