

LNNP Advocacy Letter Template

Clear • Calm • Credible

Use this template and the LAYER method to raise concerns, request corrections, or seek fair resolutions.

Your Information

Name:

Email / Phone:

File / Account Number (if applicable):

Date:

Recipient Information

Name / Department:

Organization:

Address / Email:

Subject Line

“Request for Review”: [Brief Description]

Example: Request for Review: Unauthorized Fees on Account #12345

Opening

State your purpose calmly.

I am writing to request a review of an issue related to [briefly describe matter]. I am seeking clarification and appropriate resolution in accordance with applicable policies and standards.

L — Law / Policy

What rule applies?

According to [policy/law/program name], [brief description of rule].

Example: According to the Residential Tenancy Act, Section “X” paragraph “4.2” landlords must provide...

A — Action (What Happened)

State facts only.

On [date], [describe what occurred].

On [date], I was informed that...

Avoid emotion. Stick to timeline, and facts supported by Y(see next step).

Y — Your Evidence

List proof.

Supporting documentation includes:

- [Document 1]
 - [Document 2]
 - [Screenshot/photo/email]
-

E — Extra Support (If Any)

Optional.

Additional supporting information includes...

- Witnesses
 - Supporting documentation
 - Supporting details and context
-

R — Resolution Requested

Be specific.

I am requesting the following resolution:

- [Action 1]
- [Action 2]

Closing

Professional tone.

Thank you for your time and attention to this matter. I look forward to your response.

Sincerely,
Name