<Date>

<Mr./Ms./The Honourable > <First Name> <Last Name>, <Designation (M.P./ P.C., M.P. if they are designated Honourable)>

House of Commons

Ottawa, ON

K1A 0A6

Dear <Mr./Ms./Minister > <Last Name>,

The International Association of Fire Fighters (IAFF) will be hosting a special virtual 28th Canadian Legislative Conference on May 26, 2021. This is an annual grassroots legislative affairs event that provides the opportunity for fire fighters to connect with their local Parliamentarians to discuss federal issues affecting Canada’s most trusted profession.

The <## Professional Fire Fighters Association>, representing <##> professional fire fighters in your riding will be participating. As such, I would like to request a meeting via video call or conference call between May 27 – June 13, at a time that best suits your schedule.

We would like to update you on our two current legislative issues; continued assistance to municipalities to maintain an adequate level of vital fire and emergency services; and banning toxic chemical flame retardants in upholstered furniture.

Thank you in advance for your consideration. Should you require any further information, please do not hesitate to contact me at <Phone number or e-mail>.

Sincerely,

<Your Name>

<President, Local Name>