RAIC COVID-19 Advocacy Letter template

<insert date>

The Honourable Bill Morneau

Minister of Finance

Department of Finance Canada

Parliament Buildings

Ottawa, Ontario K1A 0A6

Dear Hon. Bill Morneau,

I am contacting you on behalf of the <firm name>, an organization <insert a brief description about the organization, business description and geographical jurisdiction>.

On March 18, 2020, you received correspondence from the Royal Architectural Institute of Canada (RAIC) regarding the impacts of COVID-19 on small, medium, and large businesses in the architecture sector, specifically requesting the sector receive a portion of the fiscal support announced by the

Government of Canada to address the impacts of COVID-19.

<Firm name> fully supports RAIC’s work to ensure that this sector is supported during this difficult time. As a business in the architecture sector, the implications of social distancing have already had a

significant impact on <firm name>. To date, we have <insert how the organization has been affected, for example: cancelled business, layoffs, and other revenue generating activities>. This represents a significant loss of revenue for <firm name>, which will lead to <include what the implication is/will

be>.

As stated by RAIC, financial assistance to combat and mitigate the impacts of the outbreak of COVID-19 is greatly needed to protect small, medium, and large businesses. The <firm name> stands with RAIC and agrees with the recommendations they have made.

Sincerely,

Name

Title

cc: Member of Parliament, RAIC (info@raic.org)