

Humanitarian and Compassionate (H&C) Application Do-it-yourself Kit

TEMPLATE FOR LETTERS OF SUPPORT

Important note: Letters from family members or friends must: a) include their home address and proof of that address (bill, lease or ID); b) be signed by the author; and c) be accompanied by a photocopy of the author's photo I.D, preferably a proof of permanent residence or citizenship in Canada).

Letter head (if applicable)

Date

To whom it may concern,

Introductory paragraph: Identify yourself, how you know the individual and for how long you have known the individual.

Letter from employer:

- specify whether the person works full time or part time/the number of hours they work per week;
- how long have they worked there, what is the hourly wage (applicant should also include pay stubs);
- outline the person's specific tasks and how this serves the employer;
- indicate their performance level on these tasks;
- reasons why individual should remain in Canada (what does the person contribute to Canadian society and specifically to you business).

Letter from relatives:

- specify your relationship to the person, how close you are;
- how often you see each other and what role you have in each other's lives (e.g. share childcare, emotional support, etc.);
- what you do together and the role the person has with other family members (e.g. your children, husband/wife/partner, etc.);
- if you are sponsoring the person, mention this and mention your reasons for so doing;
- why separating you from the person would cause you hardship, and what the individual contributes to your life, and broader Canadian society, to merit them staying.

Letter from friends:

- specify how you met the person, how long you have been friends;
- what you do together;
- what does this person contribute to your life/what role do they play in your life (e.g if they play a support role, if they are like a brother or sister, etc.);
- why should the individual remain in Canada (what does the person contribute to Canadian society)

Letter from a religious or community organization:

- when did the person first come to your organization;
- what is your relationship to the individual;
- what is their role in the organization/group – what tasks do they do, what is their level of involvement, what are the other responsibilities they take on;
- how do they interact with others involved;
- are they involved in any other particular way in the establishment;

- what do they contribute and why this contribution is important to the group, other reasons why the person should remain in Canada.

Letter from school or community group for a minor child:

- what year or subject the teacher is teaching to the child;
- the level of integration the child has achieved (i.e. to establish the child is well integrated);
- fluency in French (and/or English);
- Anything else positive (e.g. the child is doing exceptionally well in their studies, the child is very appreciated by classmates, etc.).

Letter from doctor/health specialist

- specify why you are following the person
- What treatments are needed
- How long would the treatments need to be followed
- What is the prospect for recovery
- If applicable, what consequences might there be if the person could not have access to this treatment in their country of origin

Sincerely,

Signature

Full name

Address

Phone number