Advocacy Letter for General Situations. Customize by changing information [in square brackets] and adding appropriate details. Remember to delete instructions (including this header).

Name

Contact Information

Date

Attention: [Individual/Office/Department/Organization]

I am writing to express my concern regarding a recent experience at [your facility/with your organization]. I expect to receive a response within a reasonable amount of time that includes a plan of action regarding this incident in order to prevent similar occurrences in the future.

Describe what happened

(For example: On April 7, 2014, I was sitting on a bench at the mall breastfeeding my son. An employee approached and asked that I "cover up" or move to a private lounge...etc. This experience was both embarrassing and uncomfortable for me and my family.)

As a breastfeeding mother living in Nova Scotia, my baby and I are protected against discrimination by human rights legislation. I have the right to breastfeed my child at anytime and anywhere. No one has the right to ask me to move or cover up while I am feeding my baby. This legislation can be found on the Nova Scotia Human Rights Commission website (http://humanrights.gov.ns.ca/) within the document "Breastfeeding". My experience at your organization demonstrates a violation of these rights.

• Describe what you would like to see happen as a result of your letter

(For example: As a result of this incident, I hope that in the future, employees will be educated regarding breastfeeding rights and appropriate responses to breastfeeding mothers. In addition, creating breastfeeding-friendly policies and procedures, such as what staff should do if a customer complains about a breastfeeding mother, will help to prevent such problems in the future. I strongly urge you to develop one that suits your organization and its needs.)

Breastfeeding makes an invaluable contribution to the health of both mothers and babies. Every effort must be made to respect our rights and make breastfeeding a comfortable experience for families like mine. I ask that you address my situation and help to make our community breastfeeding-friendly. I look forward to receiving your response.

Sincerely,

[Breastfeeding mother]

CC: Include the names of the people or organization that you believe should know about your letter and be sure to send them a copy.