



Letters of Support

A clear letter from a resident, business, organization, or community leader can demonstrate local need, public support, and confidence in a proposed response.

The strongest support letters are personal, specific, respectful, and connected to a clear request. They do not need to be long—they need to show why the issue matters in Oceanside and what action the writer is asking decision-makers to take.

What to Include

- Who you are and your connection to Oceanside
- The project or priority you support
- Why it matters to residents and the community
- What positive outcome you believe it can create
- The exact action you are asking the recipient to take
- Your name, community, and contact information

Make It Effective

Use your own voice. Add one personal observation or local reason rather than sending only identical form letters. Remain factual and avoid identifying a person receiving services. If writing on behalf of an organization, state whether the letter has been authorized by its board or leadership.

Copy-and-Paste Community Support Template

Subject: Support for [project or community priority]

Dear **[Mayor and Council / funder / decision-maker]**,

My name is **[name]**, and I am a **[resident / business owner / service provider / community member]** in **[community]**. I am writing to express my support for **[name the project, application, or priority]**.

This work matters to Oceanside because **[describe the local need or your personal reason for supporting it]**. A coordinated and properly resourced response would help **[describe the expected community benefit]**.

I recognize that responsible implementation requires planning, communication, safety measures, and accountability. I support continued collaboration among residents, service providers, local government, funders, and the Oceanside Homeless Task Force.

I respectfully ask **[recipient]** to **[approve, fund, endorse, provide land, or take another specific action]**. Thank you for considering the needs of our community.

Sincerely,

[Name · Community · Contact information]

Send to Parksville Council

council@parksville.ca
[Mayor and Council contacts](#)

Keep a Community Copy

Send a copy to the Task Force so community support can be documented and included with the relevant project, delegation, or funding request.