



Connecting with Building Management

Requesting Support from Decision Makers Letter Template

Below is a template that could be used to request a letter of support from building management, boards, and other decision makers. The template might need to be adapted when requesting a letter of support from other stakeholders.

This template is available as a document you can edit. Please email norcinnovationcentre@uhn.ca, and include the name of the tool in your request.

Addressee:

Title:

Management Corporation, Board Members or Property Manager Name:

Address:

Dear [name],

We are interested in establishing an aging in place group in our community – one that is friendly and inclusive for all ages – and we request your support in making this happen.

As you know, most older adults want to continue living at home for as long as possible, and would benefit from a community of support in order to do so. Much like a traditional social committee, this would be a resident-run group that is focused on concerns that are shared amongst older adults: reducing social isolation, accessing information about health and wellbeing, aging with intention and having fun!

Similar programs have been launched across Toronto and Ontario, and have provided great benefits to both residents and management:

Decreased demand on in-building staff: Staff in older adult-dense buildings have expressed concern for the safety of older residents, and are often asked to provide support above and beyond their regular roles.

- **Increased safety:** With a little bit of extra support, older adult residents experience a stronger sense of safety, connection and ability to continue living independently.
- **Make use of common spaces for community benefit:** Many buildings have unused or underused common spaces. Allowing residents to gather for this purpose, will be viewed positively by tenants and will bring more life to the building.

Two specific areas of support that would be wonderfully beneficial for this group include:

1. Use of community spaces for regular meetings and community events
2. Communications support through the use of existing communications channels, including community boards and building-wide email lists.

We look forward to the opportunity to discuss this further at your convenience.

Sincerely,

[Name]

[Address/Unit number/Group Name]