

**Email sample for communication with your district.**

Copy and paste the below text into your email and send it to the appropriate person.

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**Subject:** Why ESSER Funding Matters to Our Children

Dear Principal \_\_\_\_\_,

For the past couple of years, schools and school leaders have been on the frontlines, going to extraordinary lengths to support students and families during a global pandemic. As members of the **[district]** community, **[organization]** is thankful for the work you and your teachers have done, creating an environment of safety and support in these unprecedented times.

As the crisis begins to recede, the responsibility to recover is not borne by schools alone and we believe there is a great opportunity to strategically partner to support your students through American Rescue Plan ESSER funding. Community-based organizations (CBOs) are important school partners in helping students reconnect, recover, and accelerate. In fact, the US Department of Education [has noted](#) that CBOs' services are critical to the academic success of students, whether in the form of enrichment programs, physical and mental health services, or recreational programming. With the financial resources available through ESSER funds, now is the perfect time for schools and community organizations like ours to partner to serve the needs of students and families.

To contribute to your school's efforts to accelerate student learning, our organization offers direct services such as **[insert brief listing of services and programs]**. If you agree that your school and other schools like yours could benefit from our services through a partnership with our organization, **we want to encourage you to contact the district and ask them to allocate ESSER funds to help build this partnership.**

The American Rescue Plan provides significant autonomy for districts to determine where to focus and invest their ESSER funds, making it important for school and community leaders to advocate to district leaders for these critical partnerships. As a school leader, your frontline perspective is invaluable and necessary in ensuring that ESSER funds are rightly allocated to support COVID-19 recovery and student and school needs.

I'd love to talk more about this opportunity to partner and advocate for ARP ESSER funding to support this initiative. Please let me know your availability to meet, and don't hesitate to reach out at **XXX-XXX-XXXX**.

Thank you for your leadership. I look forward to discussing this further with you.

**Name, Title**

**Organization, Website**