

Sample Email to Your School Board

School District Name
Street Address
City, State Zip Code

Date

Dear [School District] Board Members,

Introduction	My name is [First and Last Name] and I am a resident of [District]. My children are students at [School Name]. I am writing to you because I am concerned about [name of policy or issue].
Body	[Name of policy or issue] has a negative impact on [families/schools] because [state your strongest argument first]. I've seen firsthand how [the issue] affects families and students. [Add personal story about how the issue has affected you].
Conclusion	For these reasons, I strongly urge that you [clearly state the action you are asking the board to take]. Thank you for your time and consideration. If you have any questions for me, you may call [phone number] or email me.

Sincerely,

Your First and Last Name