

LETTER TEMPLATE



Probably the most important part to get correct... PLEASE do this right!

Dear [Supervisor Name],

Make sure they know you are one of their constituents!

I'm [Name], a resident of [your neighborhood and zip code] in your district. [Say something personal: a connection, time you met, or policy of theirs that you supported.]

Take time to appreciate some of the work they've already done. This will set you apart from other emails they receive!

I'm writing to request your support for including robust climate change funding in the San Francisco 2022-2023 general fund. Currently, although SF Environment requested \$3.2 million to fulfill their 2021 Climate Action Plan targets, the proposed budget includes none of this funding.

Additionally, I strongly support the call of local organizations like Friends of the Urban Forest to include even more environmental funding in the budget. This additional funding could support the city in eliminating fossil fuels, protecting vulnerable areas like Hunter's Point from sea level rise, and planting trees, the most cost-effective way to capture carbon.

[Why does climate change matter to you and your family? Say a bit about why you, personally, care about our environment.] I was an enthusiastic supporter of SFE and the mayor's Climate Action Plan last year, and I want to ensure it gets sufficiently funded.

Personalize your letter with something they might connect to, as well.

Thanks for the time, hard work, and dedication you put into our city!

Thank you

[Your Name]

It would probably be good to get this part right, too.