

(date)

Leadership and Planning Team
(school name)

Greetings,

As we continue to plan for the closure of this school year as well as making preparations for the upcoming 2021-2022 session, I wanted to draw your attention to additional Federal Funding for not only our (school ensemble name) but potentially other programs here at (school name).

In the past few weeks, new legislation has been passed that provides specific funding directed toward my program through the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA). **Most school districts will receive 4 times the initial funding from last summer.** This newest funding is in addition to the CARES Act and our state's monetary share as well as other information can be viewed on many websites such as the link below.

<https://www.future-ed.org/what-congressional-covid-funding-means-for-k-12-schools/>.

As we plan for the future, I would love to have a conversation about the acquisition and usage of these Federal Funds for both instructional tools and infrastructure items to enhance (school name). This is a potential "silver lining" to the otherwise dark cloud of Covid. Excitement is high with my colleagues across the US in utilizing this funding to make the transition back toward normal and provide for each of our students even better than before. My program certainly would be greatly enhanced by the execution of such funding.

I look forward to our conversation and pledge to you my continued and concentrated efforts in moving forward in the education of our amazing students.

Professionally,

(name)

(teaching position or title)