FULL NAME

ADDRESS

Dear NAME,

I am sending you this letter today as a proud campus leader and student of SCHOOL.

As you know, on March 27, 2020, Congress passed the CARES Act. As part of this stimulus bill, **our campus received $XXX,XXX in emergency aid dollars** which the Department of Education has directed campuses to distribute directly to students who have been financially impacted by the pandemic. My peers and I have reached out to President NAME and urged his/her/their office to commit to **four guiding principles** when distributing the emergency cash assistance:

1) including student voices

2) upholding equity

3) operating expeditiously

4) maintaining transparency

We hope that by adhering to these principles, our school leadership will effectively spend the emergency aid supporting our most impacted peers. Accordingly, my CHAPTER/ORG/CLUB and I believe in working alongside administration to ensure a successful emergency aid distribution model. To that end, **is your office the appropriate team to collaborate with on this matter?** If so, my CHAPTER/ORG/CLUB and I would like to establish a partnership with your office and be actively involved in the distribution of the emergency aid.

The outbreak of the COVID-19 virus has severely impacted the SCHOOL student community; many of us are experiencing an overall inability to access crucial basic needs resources. **We would like to partner with you and your office to collectively aid and strengthen our community during this time and beyond**.

Thank you for your time and consideration of this partnership. If you would like to speak further, you can reach me at student@school.edu or 123-123-1234.

Sincerely,

[Your Name and Student Org]