

Date

Dear **Name of LEA**:

These are truly extraordinary times for all members of the education community, public and non-public. We at **Name of School** are aware of the funds recently appropriated by Congress as well as those available through the Governor's Relief Fund for the benefit for elementary and secondary schools, and as head of school I would like to receive an equitable share of those funds for the benefit of my students.

Please know that I would like to be part of the process in determining equitable shares; I am eager to work with you. **[Our governing agency, xxx, is working with our state's Ombudsman. Insert your own Information as appropriate.]**

Please feel free to contact me either by phone **(xxx) xxx-xxxx** or by email **name@school.com**. I look forward to hearing from you!

Together we can help our children, families, schools, and communities during this extraordinary time.

Yours truly,