**DATE**

**REPRESENATIVE/SENATOR**

**ADDRESS**

**ADDRESS**

**CITY, STATE ZIP CODE**

Dear Representative/Senator [insert name here]:

First, I would like to thank you for your continued support of [insert school here]. I am writing today to ask for your support once again for career and technical schools (CTCs). We are asking for an additional $40 million for Pennsylvania’s CTCs through the Governor's Emergency Education Relief (GEER) funding. As you may know, CTCs were not eligible to receive any of the federal funds allocated through the Elementary and Secondary Emergency Relief program as those funds were directed to school districts. We are facing many of the same challenges as our school district partners as we serve our students.

[insert a few sentences about your local school and how you would use funding. Examples could include:

program and cafeteria updates to increase student distancing, technology for students including hot spots for those students without internet access, devices for instructors and paraprofessionals, HVAC upgrades to assist with air purification, student on-line learning platforms and industry learning software, recruitment/marketing materials, especially for programs that train essential workers, upgrading/training programs for students 2020 and 2021 who missed significant hands-on education time, professional development for instructors, mental health support for students, and/or staffing that supports mitigation efforts such as health and safety nurses and contact tracers.]

Thank you for your time, consideration, and support of [insert your school here].

Sincerely,

[your name]