

[Date]

Dear Principal [REDACTED],

This year, all NYC Public Schools will take part in [Climate Action Days](#) – four days for schoolwide climate action.

Climate Action Day on [DATE] will be about Energy. As our school's Sustainability Coordinator, and on behalf of YOUR SCHOOL'S GREEN TEAM/STUDENT CLUB/STUDENT COUNCIL, I am requesting your permission and support to implement our school's Climate Action Day.

*Please edit this section based on your needs- What do YOU need from the principal?*

- *Space for a school-wide assembly or a guest speaker?*
- *Schedule change?*
- *Supplies?*
- *Permission for a Field Trip/outdoor walk?*
- *Transportation?*

*Example: As part of the Climate Action Day, [add your name here] will need support in securing a space for a school-wide assembly, guest speaker, STEM fair.*

Participation in this Climate Action Day will also support our school in *[edit this section based on your schools' focus areas/mission/goals:]*

- *Prioritizing student wellness*
- *Strengthening students' civics skills*
- *Emphasizing literacy*
- *Introducing students to green career pathways*
- *Engaging families]*

Thank you,