

**[Your Name]**  
**[Street Address]**  
**[City, State, Zip]**

**[Date]**

**[Name]**  
**[School District]**

Dear **[Superintendent]**

I am a parent with **[name parent group]** and we are writing to request a meeting regarding the federal and state dollars coming into the district. As parents, we want to meet to discuss what mechanisms will be used to incorporate parent voices in how this money is to be spent in the district.

Our hope is that this meeting will provide an opportunity for collaborative problem solving. We look forward to discussing our specific concerns around:

- Accountability
- Incorporating parent voice
- Investment in **[XXX]**

Sincerely,  
**[Your name]**