**Template email to request a meeting with the newly elected Leader of the Council/Councillor responsible for the Environment**

(Note: You will need to tailor this email to your local context depending on whether your council already has a Climate Action Plan and how much progress they have made on this. You may also already have an existing relationship with the person you are writing to, in which case you may want to amend the text to reflect this)

**To:** [Insert email address]

**Subject:** Requesting meeting to discuss a bold Climate Action Plan for [local area]

Dear Cllr [surname] / Dear Mayor [surname]

Congratulations on your recent election win.

[If they signed up to the Climate Action Pledge] Thank you for signing up to our Climate Action Pledge and committing to have the climate and ecological emergency as a priority in your work as a councillor. **We’d love to meet with you to discuss how we can work together on a Climate Action Plan for the area.**

[If they didn’t sign up to the Climate Action Pledge] We’re writing as concerned residents from across [local area] to **request a meeting with you to discuss the Climate Action Plan for the area.**

[Delete if not appropriate] We welcome the progress the council has made so far in taking action to tackle the climate emergency. As you will know, the government has recently committed to cutting the UK's carbon emissions by 78% by 2035. This will require concerted action at all levels, including councils. We want to work with you to strengthen plans in response to the climate emergency and ensure the council develops and implements a Climate Action Plan that will truly address the climate crisis.

Austerity and the COVID-19 response have hit council budgets hard, but there are still ways for councils like yours to take urgent action. [Here are just a few examples](https://takeclimateaction.uk/resources/councils-tackling-climate-chaos) of local authorities doing their bit to help the UK meet its climate targets. You can also use [this local climate data tool](https://takeclimateaction.uk/near-me/your-areas-data) to get a detailed look at our local area’s performance on issues like transport and housing and help identify what needs improving.

We also understand that, if councils are to go further and faster in addressing the climate crisis, you need more powers and funding, and we want to work with you to make this happen. One way to help achieve this is to support the [Blueprint for accelerating climate action and a green recovery at the local level](https://www.adeptnet.org.uk/sites/default/files/users/adeptadmin1/Blueprint%20for%20a%20green%20recovery_refresh_Dec%202020_4.pdf) which has been developed by local government organisations, academics and NGOs and is already backed by many councils. The Blueprint sets out 5 immediate priorities for a green and fair recovery, calling on national government to give councils the power and resources needed to deliver this. You can sign up [here](https://www.adeptnet.org.uk/news-events/climate-change-hub/show-your-support-five-immediate-priorities-green-recovery) if you haven’t already.

**We’d like to work together on looking at how [name of council] can take bold and ambitious climate action.**

**When would you be able to meet with [name of group] to discuss this?**

Yours sincerely

[names of people from the group]

[insert any contact details you’re happy to share]