**Template email to request a meeting with the council**

**To:** [[cllr@localauthority.gov.uk](mailto:cllr@localauthority.gov.uk)]

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

**Attachment:** Remember to attach a copy of the [Climate Action Plan](https://takeclimateaction.uk/download/climate-action-plan-councils)

Dear Cllr [surname] / Dear Mayor [surname]

We’re writing as concerned residents from across [local area] to **request a meeting with you to discuss a bold and ambitious Climate Action Plan for the area.**

We welcome the council declaring a climate emergency/developing a Climate Action Plan and it shows strong leadership. / We’re in a climate emergency as hundreds of councils and the UK Parliament have declared. [delete as appropriate]

Now we need bold action to cut greenhouse gas emissions and build a fairer and greener society.

**What is the Climate Action Plan for councils?**

[If the council already has a Climate Action Plan] It’s great to see that the council has taken the first steps in developing a Plan. The Climate Action Plan for councils is a resource that councils can use to help shape their plan and make sure they are doing enough.

It’s a simple list of 50 actions councils can start taking now to address the climate crisis. The actions cover a range of issues from transport, to energy, waste, trees and more. One of the great things about the Climate Action Plan for councils, is that it can deliver lots of benefits for our community such as clean air, warm homes, thriving wildlife and help create green jobs.

You can view it here: <https://takeclimateaction.uk/download/climate-action-plan-councils>

We know many councils already have plans in place to cut carbon emissions, but often they’re not strong enough or can be out of date. We want to work with you to strengthen plans in response to the climate emergency and this Climate Action Plan for councils can help achieve just that.

Austerity has hit council budgets hard, but there are still ways for councils like yours to take urgent action. The Plan outlines many no-cost and low-cost actions councils can take to stop climate chaos, as well as ways they can raise money or borrow it. We also understand the UK government has to provide more funding and powers to councils to enable them to go further and faster in action – we want to work with you to campaign for that.

**We’re keen to work together to see how many of these 50 actions the council can deliver.**

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

Yours sincerely

[names of people from the CAG]

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