Your Address

City, State Zip

Email

Phone

Date

Bend City Council

710 NW Wall St

Bend, OR 97703

Dear Bend City Council:

*Explain why you are writing, for example:*

The Community Climate Action Plan (CCAP) lays out a pathway to reduce our emissions and meet the climate reduction goals laid out in the Climate Resolution that was adopted by Bend City Council in 2016. The CCAP is our chance to bring the Climate Resolution to life and make our goals to reduce fossil fuel use a reality.

**I am writing to implore the Bend City Council to adopt the Community Climate Action Plan with the intent to implement all the strategies set forth in the plan, allocate resources to fulfill its commitments and goals, and use it as a guide for future decision-making across City operations.**

*Share a personal story that explains why you care about the issue—this is not necessary but helps your letter to be memorable. For example: Why do you care about climate change? What impacts have of climate change have you experienced? How would the CCAP impact your business?*

*Conclude with a strong call-to-action, for example:*

**It is imperative that we adopt the Community Climate Action Plan and get to work making the plan a reality.** We must mitigate the most severe impacts of climate change if we are to preserve the natural environment that makes Bend’s economy thrive and creates the place we all love to call home. The CCAP lays out a pathway to reduce our emissions and demonstrate that our community is willing to do the work it will take to make an impact.

It is time to take action and make an impact in the fight against climate change. We collectively possess the skills, knowledge, and resources that can be harnessed to create solutions to mitigate Bend’s climate impact. **Now, it’s time to put the will of our community to work by adopting the Community Climate Action Plan and moving this important work forward.**

Sincerely,

Your Name