Dear (Sir/ Ma’am/Name),

It is nice to connect with you.

I am a former student of your school, studied/graduated in the **[YEAR]**. As a member of the Climate Reality Project India, I am writing to request a meeting with you and your staff members who are working in the environment management and associated greening programs at the **[school/college]** level to discuss about Green Campus Program (GCP), a measurable, end to end support program that not only helps our campus fight climate change at local level but orient the students also to take practical action. This involves training of staff and further implementation with students in various areas of water, air, energy, biodiversity to name a few. A detailed information flyer is attached with this email.

The program not only awards you with official green title from the Climate Reality Project India but also prepares you for Indian Green Building Council (IGBC) certification as well, one of the most recognized and respected green rating systems across the globe.

I will be available to meet with you in person or via **[Zoom/Google Meet/ Any other]** on the dates suitable for you and would welcome the opportunity to speak with you about these issues.

My full contact information is listed below, and I look forward to hearing from you regarding a date and time we can meet/connect.

Thank you for your time.

Respectfully,

[YOUR NAME]

Climate Reality Leader, India

[YOUR MAILING ADDRESS]

E: [YOUR EMAIL ADDRESS]

M: [YOUR MOBILE PHONE]