**\*Subject line\***

Introducing Let’s Talk — a new way to ask questions and get answers

# \*Email copy\*

Dear teachers and staff,

We are thrilled to announce the launch of Let's Talk, our new district customer service platform designed to support two-way communications with staff, families and community members.

Let’s Talk makes it easy to:

* Ask questions and receive accurate and timely responses from the right person in the right department
* Share feedback on district initiatives, programs, and services
* Engage in meaningful dialogues with our district

Currently, Let's Talk is available at the [District/Department/Campus Level], making it easy to get answers regarding [topics].

Have a question or want to recognize a colleague for their hard work? Simply [click/open] the Let’s Talk [button/pop-out tab] on our district website or visit [Let’s Talk landing page link] to start a conversation.

The incredible work we do in [District Name] would not be possible without your dedication. I encourage you to use Let's Talk to share your feedback, questions, and ideas to continue making our district the best place for all students, families and staff.

Sincerely,

[Superintendent Name]

Superintendent