[DATE]

Dear [staff/parents/carers/students/community members],

I am pleased to inform you that [name of school/early learning service] has committed to developing a [Reconciliation Action Plan (RAP)](https://www.narragunnawali.org.au/raps/what-is-a-rap).

Our RAP supports our [school/early learning service] to build knowledge and pride in Aboriginal and Torres Strait Islander peoples, histories, cultures and contributions.

Through our RAP, we will strengthen relationships, respect and opportunities in the classroom, around the [school/early learning service], and with the community.

Developing our RAP is a long-term commitment, one that requires ongoing consideration and collaborative effort. Within our community, there is unique knowledge and valuable experience that we would love to see reflected in the development and implementation of our RAP.

We are seeking your input and support so that our RAP creates meaningful and sustainable change. This letter is a call to action for [staff/parents/carers/students/community members] to express their interest in joining our RAP Working Group.

RAP Working Group members are dedicated to driving reconciliation within our [school/service] community, and can support with the coordination and administration of RAP initiatives.

If you would like to discuss being involved in the RAP Working Group, please get in touch with [Name] via [contact details].

We’re building our RAP using Reconciliation Australia’s Narragunnawali program. Find out more about this excellent program: [reconciliation.org.au/narragunnawali](http://www.reconciliation.org.au/narragunnawali)

Kind regards,

[Name]