

COMMUNITY-BASED ORGANIZATION EMAIL TEMPLATE

Dear <Community Partner>,

Broadband internet has rapidly become vital for accessing education, healthcare, remote work, and social services. Unfortunately, 18 million U.S. households do not have access to broadband – not due to a lack of available service, but simply because they cannot afford it.

The new [Affordable Connectivity Program](#) (ACP) is a monthly federal benefit that helps low-income households pay for broadband service and internet-connected devices. The program stands to connect 47 million Americans to home internet, but as few as 23% of eligible individuals have enrolled due to awareness, trust, and enrollment barriers.

This is where we need your help. To close the digital divide, we must harness the power of communications to drive awareness of the financial assistance provided through the Affordable Connectivity Program and motivate unconnected Americans to access resources that help them connect to home broadband services.

I would like to invite representatives of <insert CBO name> to join the city's team and representatives of the national nonprofit, EducationSuperHighway, at a <meeting/webinar on date/time> to discuss how your organization can assist with ACP awareness, sign-ups, and follow-up in one or more of the following ways:

- **Referrals** – Steer eligible households to the initiative or provide contact lists of target households.
- **Communications** – Raise awareness and build trust in the ACP via your existing networks and communications channels.
- **Enrollment** (*optional*) – learn to help households sign up for the ACP and ISP service plans via in-person or remote interactions.
- **Wrap-around support** (*optional*) – help to provide a device and/or digital literacy support when needed.

For further information about the ACP, please visit fcc.gov/acp. Here you can access information about the program and how to apply, as well as find toolkits and tips for community outreach around the program.

I sincerely thank you for any role you can play in supporting us in our goal to connect every American to reliable and affordable broadband internet, and I am confident that we can work together to eliminate the digital divide in our community.

Yours in service,