[Name, title and organisation]

[Address]

[Date]

Dear [Insert name]

**Re: Championing water, sanitation and hygiene (WASH) for climate adaptation, resilience and funding at COP26**

I am writing to you ahead of COP26 (31st October – 12th November) to request a meeting at this critical opportunity for action on the climate and water crises.

The latest [Intergovernmental Panel on Climate Change report](https://www.ipcc.ch/report/sixth-assessment-report-working-group-i/) shows a clear link between climate change and water. It makes a stark warning that urgent action is needed to tackle the dangerous effects of climate change. As you know, the impacts of climate change in our country are already clear and will get worse. They include [If possible, add country-specific data or examples of how climate change is increasing flooding, droughts, pollution of water sources or changing rainfall patterns].

Building strong water services provides one of the best defences against the impacts of climate change. Access to safe sanitation is also one of the most effective ways to prevent the spread of disease during flooding and droughts. The challenge is to achieve progress at a scale that matches the urgency of the problem.

Throughout your participation at COP26, I would be grateful if [Name of Government/Minister] could raise the following issues as part of your interventions [Add details of your country-specific asks based on your national climate initiative.]

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All governments around the world need to step up now. They must commit to reducing emissions and recognise the critical role of clean water in helping communities cope with climate change and recover quickly from extreme weather events.

We would **welcome the opportunity to meet you in person or virtually** before COP26 to discuss your climate priorities, and how we can work together to ensure WASH is at the heart of these plans. Please let us know your availability to meet.

Yours sincerely,

[Insert Name and details eg organisation, contact details etc]