Dear *(Insert name)*,

Today, in light of Pride Month, I am writing to encourage you to include your pronouns in your email signature and to be conscious of students’ pronouns with the start of the next school year.

Examples of pronouns you might use to refer to others are:

- *he/him/his* (for someone who might identify as male)

- *she/her/hers* (for someone who might identify as female)

- *they/them/their* (for someone who might not identify strictly as male or female; these pronouns are considered gender neutral and are also used when referring to multiple people)

Typically, society has taught us to make automatic assumptions about which pronouns to use for someone. If a person’s gender expression (the way they appear in terms of gender) seems to be male, we’d likely use he/him/his when talking about that person; if a person’s appearance seems to be female, we’d be likely to use she/her/hers.

However, gender is not always that simple. Sometimes a person’s gender identity (the way the person identifies internally in terms of their gender) doesn’t align with their gender expression (the way they look). A person’s pronouns relate to their gender identity. We shouldn’t assume someone’s gender identity based on gender expression (typically shown through clothing, hairstyle, mannerisms, etc.). By providing an opportunity for people to share their pronouns, you're showing that you're not assuming their gender identity based on their appearance. So when a person includes their gender pronouns on their email signature line or on a nametag or in an introduction, they are simply taking the guesswork away for you!

I hope you will consider the impact this small change could have on a student’s school experience. Sharing your preferred pronouns and respecting students’ pronouns sends a message of inclusivity and acceptance. I hope you will join me and the Chesapeake Regional Association of Student Councils (CRASC) this Pride Month in taking this important step to show All means ALL. Have a great day!

Sincerely,

*(Your name)*

More resources:

<https://lgbt.ucsf.edu/signature-samples>

<https://www.glsen.org/sites/default/files/GLSEN%20Pronouns%20Resource.pdf>

<https://www.bottomline.org/content/support-gender-inclusive-pronouns>