[Your Chapter Name]

[Your School Name]

[Your School Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Business Name]

[Business Address]

[City, State, ZIP Code]

Dear [Business Owner/Manager],

Subject: Sponsorship Request for [Your FCCLA Chapter] to Attend the National Leadership Conference

I hope this letter finds you well. My name is [**Your Name**], and I am a proud member of [**Your FCCLA Chapter**] at [**Your School].** I am writing to you on behalf of our passionate and dedicated group of students who have an incredible opportunity to attend the National Leadership Conference (NLC) in Orlando, FL, from July 5 to July 9, 2025.

FCCLA’s NLC is an event that brings together over 8,000 individuals, including over 6,500 middle and high school students and over 1,500 educators. This conference serves as a platform for our members to enhance their leadership skills, participate in various workshops, and connect with like-minded individuals from across the nation. As a chapter, we believe that this experience will enrich our members' education and contribute to the development of future leaders in our community.

However, attending such an event comes with expenses, including registration fees, travel costs, and accommodation. As we strive to make this opportunity accessible to all our members, we are seeking community support to help offset these costs. This is where your partnership becomes invaluable.

We are reaching out to local businesses like yours that share our commitment to youth development and community empowerment. By sponsoring [**Your FCCLA Chapter**], you will not only invest in the education and leadership potential of our students but also gain visibility within our community. Your support will be recognized through various channels, including our social media platforms, event materials, and any press releases related to our NLC attendance.

We seek financial contributions but are also open to discussing any in-kind support that aligns with your business's products or services. We genuinely appreciate any level of support, and we are confident that your partnership will significantly impact the success of our chapter and its members.

If you have any questions or require additional information, please feel free to contact me at [**Your Email Address**] or [**Your Phone Number**]. We are more than willing to meet with you to discuss this opportunity further.

Thank you for considering our request. We look forward to the possibility of partnering with [**Business Name**] to transform the National Leadership Conference for our students.

Sincerely,

[Your Full Name]

[Your Position in FCCLA Chapter]

[Your Contact Information]