[Your Full 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**],

I trust this letter finds you well. My name is [**Your Full Name**], and I serve as a dedicated chapter officer at **[Your FCCLA Chapter**] at [**Your Schoo**l]. I am reaching out to you with enthusiasm and a shared commitment to empowering our local youth.

I am excited to inform you that I have been given the extraordinary opportunity to represent our chapter at the National Leadership Conference (NLC) in Orlando, FL, from July 5 - July 9, 2025. This conference is a cornerstone event that brings together student leaders from across the nation to network, attend workshops, and gain essential skills for personal and professional growth.

[**Include information about the NLC, such as the tentative agenda, justification letter, hotel map, and a brief overview of the 2023 NLC In Review. Highlight the transformative experiences and benefits of attending the conference.**]

As a chapter officer, my role is to facilitate the growth and development of our members. Attending the NLC will enhance my leadership skills and equip me with valuable insights to bring back to our chapter. The knowledge and inspiration gained at the conference will undoubtedly contribute to the success of our local FCCLA community.

As I embark on this incredible journey, I wanted to share with you a breakdown of the costs associated with attending the NLC:

Registration Fee: $XXX

Accommodations: $XXX

Travel Expenses: $XXX

Meals: $XXX

Miscellaneous: $XXX

The total estimated cost for my participation is approximately $**XXXX**.

I am reaching out to local businesses seeking sponsorship support to help cover the costs associated with attending this conference. Your contribution will directly support my participation and demonstrate your commitment to fostering leadership and educational excellence within our community.

Any level of sponsorship would be sincerely appreciated. Your support will be recognized through various channels, including our chapter's social media platforms, event materials, and any press releases related to our NLC attendance.

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

Thank you for considering my request. I look forward to the possibility of partnering with [**Business Name**] to transform the National Leadership Conference for myself and our local community.

Sincerely,

[Your Full Name]

[Your Position/Title in FCCLA Chapter]

[Your Contact Information]