[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**],

Subject: Sponsorship Request for [**Your Name**] - National Leadership Conference

I trust this letter finds you in good health. My name is [**Your Full Name**], and I am honored to serve as a state officer for [**Your State**] FCCLA. I am reaching out to you with excitement and gratitude as I embark on an incredible journey to represent our state at the National Leadership Conference (NLC) in Orlando, FL, from July 5 - July 9, 2025.

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

As a state officer, my responsibility is to advocate for the growth and success of FCCLA members across our state. Attending the NLC is an invaluable opportunity for me to gain insights, network with peers from across the nation, and bring back valuable knowledge to enhance our state chapter.

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 my attendance at this conference. Your contribution will directly support my representation of [**Your State**] and highlight your commitment to fostering leadership, education, and community engagement.

Any level of sponsorship would be sincerely appreciated. In recognition of your support, we plan to showcase our sponsors through our state FCCLA communications, social media channels, and any press releases related to my NLC attendance.

If you have any questions or require additional information, please feel free to contact me at [**Your Email Address**] or [**Your Phone Number**]. I am open to arranging a meeting to discuss this opportunity further.

Thank you for considering my request. I look forward to partnering with [**Business Name**] to make the National Leadership Conference an enriching experience for myself and the FCCLA members throughout [**Your State**].

Sincerely,

[Your Full Name]

[Your Position/Title as State Officer]

[Your Contact Information]