<**Date**>

Dear <**supervisor's name**>,

Our <**Insert chapter name>** Chapter of FCCLA would like to request your support in obtaining financial assistance to attend FCCLA’s Fall Leadership Institute in <**Insert city name>**, October <**Insert dates of corresponding city>**, 2024. At the Fall Leadership Institute, students will undergo training centered on teamwork and leadership, facilitated by the Disney Imagination Campus. They will participate in two half-day Disney-led sessions aimed at enhancing their leadership and teamwork abilities through the Disney methodology. FCCLA will further reinforce these skills, along with offering networking and strategic planning opportunities, and provide take-home materials applicable to their classrooms and chapters.

The following is an estimate of our costs:

Registration: <**$xxxx**>

Roundtrip Airfare: <**$xxxx**>

Motor Coach Transportation: <**$xxxx**>  
Ground Transportation: <**$xxxx**>  
Hotel: <**$xxxx** >   
Meals: <**$xxxx**>

Session topics, and the tentative meeting agenda are provided on the attached documentation. I believe this is a great investment in our students and myself and hope you agree by supporting our request for financial support. Thank you for your consideration in supporting our FCCLA chapter’s attendance at FCCLA’s Fall Leadership Institute. Please let me know if you need additional information to provide financial assistance for this event.

Attachment: FCCLA Fall Leadership Institute Agenda

Sincerely,

<**your name here**>