<**Date**>

Dear [Recipient's Name],

I am writing to formally request your support for attending the 2025 FCCLA National Leadership Conference (NLC) in Orlando, Florida, from [attendance dates]. As an FCCLA adviser, I am critical in guiding students through Family and Consumer Sciences education, leadership development, and career preparation. NLC offers an unparalleled professional development experience that directly benefits our students, school, and community.

This conference will provide essential training to enhance classroom instruction, strengthen chapter management, and develop leadership skills among students. Adviser-specific sessions will focus on best practices for integrating FCCLA into the curriculum, effectively facilitating STAR Events and Skill Demonstration Events, and leveraging leadership opportunities to inspire student success. Participation in these workshops will directly impact our ability to provide high-quality educational experiences aligned with national and state educational standards. Additionally, the conference provides a unique networking platform where advisers can collaborate, exchange innovative ideas, and build a support system that fosters continuous professional growth. Sessions led by industry experts in FCCLA, education, business, and communication will offer valuable insights into the evolving educational landscape, ensuring that advisers stay current with the latest instructional strategies and chapter development techniques. Furthermore, attendees will have the opportunity to earn Continuing Education Unit (CEU) credits, contributing to their ongoing professional development and certification requirements.

Investing in this opportunity will benefit my professional growth and enhance our chapter and students' strategic future. The skills and knowledge gained from this conference will be directly applied to our chapter’s initiatives, including [current projects unique to your institution, mission, and objectives], ultimately preparing students to be leaders in their families, careers, and communities.

The attached documentation includes detailed information about the conference expense, schedule, workshop topics, and session formats. I strongly believe that the knowledge and skills acquired through this experience will significantly enhance our chapter’s success and contribute to our student's growth as future leaders.

I greatly appreciate your time and consideration of this request. Your support will make a meaningful difference in furthering our commitment to student achievement and professional excellence. Please let me know if you require additional information to facilitate this request.

Sincerely,

<**your name here**>

*Attachment: NLC Conference Schedule, Estimated Expense Worksheet*

*Estimated Expense Worksheet*

2025 FCCLA NLC

|  |  |  |
| --- | --- | --- |
| Expense | Notes | Cost |
| Conference Registration |  | $ |
| Travel-Round Trip Airfare  |  | $ |
| Hotel |  | $ |
| Transportation-To and From-Ground |  | $ |
| Educational Tours |  |  |
| Meals |  | $ |
| Other, please explain |  | $ |
| **Total** | $ |