<**Date**>

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

I would like to attend FCCLA’s 2022 Chapter Adviser Summit, a professional development meeting hosted January 13- 15, 2022 in San Diego, CA. The FCCLA Chapter Adviser Summit is designed for new and seasoned Family and Consumer Sciences Education instructors looking to excel in the classroom and in FCCLA. Many of the presentations are tailored to the <**Insert your primary function here i.e. marketing professional, meeting professional, finance professional, etc.**> and give information on how to <**insert benefits/lessons here, for example: reduce costs, increase reach, and motivate attendance by using xxx**>. I am seeking support for the registration fee, travel expenses to the meeting, and living expenses during the meeting. A detailed cost breakdown is included below.

The content and insight received while attending the FCCLA Chapter Adviser Summit will help me to gain key strategies and tools to perform my job more effectively and impact student performance. The widened professional network gained through attendance is an unparalleled collaborative tool that will enhance my performance in the classroom and improve student connections. The knowledge and skills I will acquire from professional development will be applicable to current projects such as: **<Insert current projects unique to your institution, mission, and objectives.>**

<**The numbers in brackets below will need to be adjusted to reflect the current pricing. The travel costs vary as well and should be changed to reflect your costs.**>

The full registration fee is $100 if registered by December 15, 2021.

<**You will need to insert your travel cost numbers here**>  
Here is the breakdown of meeting costs:  
Roundtrip Airfare: <**$xxxx**>  
Transportation: <**$xxxx**>  
Hotel: <**$xxxx** >

Meals: <**$xxxx**>

The total costs associated with attending this meeting are: <$**xxxx**>.

The opportunity for me to develop better contacts and gain knowledge in specific areas of <**your area of expertise**> makes my attendance at the 2022 FCCLA Chapter Adviser Summit a wise investment, which will yield rich dividends for <**name of your organization/school**>.

Attachment: FCCLA Chapter Adviser Summit Tentative Agenda  
  
Sincerely,   
<**your name here**>