**SAMPLE LETTER TO SCHOOL ADMINISTRATOR**

Dear [SUPERVISOR NAME],

Registration opens on September 15, 2021, for Future Business Leaders of America-Phi Beta Lambda, Inc.’s National Fall Leadership Conference and I am interested in bringing student members from [CHAPTER NAME]. I would like to get your approval to attend this event in [Orlando, FL *OR* Milwaukee, WI] from [November 5-6, 2021, *OR* November 19-20, 2021].

This event is an opportunity for students to participate in motivational general sessions, professional development, and career planning workshops.  Below are some of the opportunities that I believe will be the most impactful to our students.

* **Session 1: Leadership Bootcamp with Patty Hendrickson -** Patty’s high-energy and interactive programs encourage audience members to examine themselves and take action.
* **Session 2: Business World/Business Challenge -** Through fun and engaging hands-on activities, students will gain a stronger understanding of what it takes to start a small business, the power of the free enterprise system and have a firmer grasp on economic and financial literacy.

Other program highlights include:

* Opportunity to meet and network with other members of FBLA (Future Business Leaders of America)
* Opportunity to visit with college admissions officers
* Dedicated time to explore the cities and area attractions

I believe that attending this event will allow both myself and the students that accompany me to grow both personally and professionally, develop their leadership skills, gain new perspectives, and explore potential career paths.

For your convenience, I have included a breakdown of how much it will cost for me and my students to attend.  
[\*Remove if parents covering costs.]

* **Registration Fee:** [$90 per student x # of students]
* **Airfare/Travel:** [INSERT COST]
* **Hotel:** [$182 per room/night (Orlando) *OR* $173 per room/night (Milwaukee) x # of rooms needed]
* **Additional Expenses:**[INSERT COSTS]
* **Approximate Total:** [CALCULATE TOTAL COST]

To ensure this experience benefits my entire chapter, the students in attendance will deliver a presentation for those unable to attend sharing what they learned. They can also create an action plan that incorporates the tools, resources, and strategies they have discovered so the chapter can start using them right away.

To learn more about FBLA-PBL, Inc.’s National Fall Leadership Conference, visit <https://www.fbla-pbl.org/conferences-and-programs/student-conferences/fbla-fall-conference/>.

Thank you for taking the time to review this request, and I look forward to speaking with you about this opportunity. Please feel free to reach out to me with any questions or concerns I can address.

Sincerely,

[YOUR NAME]