**<Date>**

Dear **<Decision-maker>,**

I would like to request funding to attend The National League of Cities [City Summit](https://citysummit.nlc.org/), November 20-22 in Salt Lake City, UT. As the country’s leading national conference for local elected officials and municipal staff, [NLC’s City Summit](https://citysummit.nlc.org/) focuses on best and next practices for municipal leaders and provides unmatched networking opportunities for those in attendance.

**The attendee base is diverse, providing fresh perspectives to help shape our future:** NLC is a nonpartisan organization focused on connecting officials to local government solutions, and the conference attendance reflects this fact. In any given year, attendees represent almost all 50 states, plus Washington, D.C., Puerto Rico and Canada, coming from small towns, large cities and everything in between. With City Summit’s packed agenda, I can maximize my time to share ideas and collaborate on solutions to bring home and implement in **<your city name here>.**

**The educational component addresses today’s most relevant topics for our community:** economic development, rebuilding infrastructure, driving sustainability, public safety, and improving outcomes for youth and families in our community. Through sessions like **<Add specific conference workshops or mobile workshops from the conference website to customize for your city’s/town’s needs and interests>**, I can gather tangible takeaways for our community’s consideration.

Part of what makes City Summit so unique is the mobile workshops. At this year’s event, I will get a chance to explore a city experiencing dramatic growth, see the impact on affordability and diversity, and how community leaders are managing these changes.

In addition, by investing in pre-conference sessions with NLC University, I have an opportunity to get an in-depth understanding of key issues while interacting with peers and national experts that further develop my leadership skills. NLCU sessions provide practical solutions and skills to help me map out a plan or offer me a strategy to solve our community’s biggest challenges.

**The networking opportunities can lead to valuable connections for our community**. Some of the most important conversations happen outside of the sessions—in fact, past attendees note this as one of the greatest assets. Each day, I will have numerous dedicated times for meeting and building relationships with other local elected officials, staff and industry experts who may serve as key contacts for both present and future initiatives in **<your city name here>**.

**<The numbers in brackets below will need to be adjusted to reflect the current**[**pricing**](https://citysummit.nlc.org/attend/rates/)**. The travel costs vary as well and should be changed to reflect your costs.>**

Early-bird pricing ends June 1st, allowing us to save significantly on the full price conference.

**<You will need to insert your travel cost numbers here>**
Here is the breakdown of conference costs:
Roundtrip Airfare: **<$xxxx>**
Transportation: **<$xxxx>**
Hotel: **<$xxxx>**
Meals: **<$xxxx>**
Registration Fee: **<$xxxx>**NLC University Fee: **<$xxxx>**

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

With this scope of outstanding educational content and relationship-building opportunities all in one place, my attendance will provide our community’s leadership with access to top strategies and best practices that will help us reduce costs, increase efficiencies and build value in various areas for our residents.

If there’s any further information I can provide to support my request, please do not hesitate to ask.

Sincerely,

**<Your Name Here>**