



<Date>

Dear <Decision-maker>,

I would like to request funding to attend the National League of Cities Congressional City Conference, March 11th-13th, 2024 in Washington, D.C. This conference brings together more than 2,000 elected and appointed city leaders to focus on the federal policy issues that are important to local governments.

NLC is a bipartisan organization dedicated to helping city leaders build better communities. Throughout the year, NLC advocates for cities and towns in Washington, D.C. through full-time lobbying and grassroots campaigns. The Congressional City Conference is a unique opportunity for city leaders to join NLC's efforts and advocate on behalf of NLC's federal action priorities, benefitting <Your city name here> and cities everywhere.

The conference will include sessions and learning opportunities where I can gather tangible takeaways to bring back home on a variety of topics important to our community, such as infrastructure, public safety, community resilience, and federal regulations that will make me a stronger advocate for <Your city name here>. <Add specific conference workshops and NLC University seminars from the conference website to customize for your city's/town's needs and interests>.

<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 price conference fee is <\$xxxx>, but can be reduced by registering before the early bird deadline.

<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>

Conference Fee: <\$xxxx>

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

With such a rich offering of educational content and the chance to share my insights with members of Congress, the White House, and federal agency representatives, <Your city name here> will benefit from my attendance at Congressional City Conference.

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

Sincerely,

<Your Name Here>