**[Date]**

To: **[Decision-maker’s name and title]**

From: **[Your name and title]**

Subject: 2020 National Indian Child Care Association Training Institute

Dear **[Name]**,

I would like to attend the 2020 National Indian Child Care Association Training Institute on Policies & Procedures: An Intensive Workshop on February 19-20, 2020, in Las Vegas, Nevada.

NICCA Training Institutes are intensive learning opportunities for early childhood professionals serving American Indian Tribes and Alaska Native Villages. They bring together leaders, administrators, staff, teachers, and providers who are committed to improving programs serving Tribal children, families, and communities for two days of focused educational sessions. These sessions help grow knowledge and leadership among the individuals who care for our most precious resource -- our children.

Training Institutes are designed to provide in-depth learning opportunities to address the various issues that Tribal early childhood programs face. Here are just a few of the reasons I want to attend.

* Be inspired and motivated by the many leaders who will be sharing their organizational success stories.
* Learn how to best support our leaders, staff, children, and families and our efforts to provide exceptional service.
* Learn about the ways other early childhood programs have successfully achieved their mission and increased impact.
* Learn how we can improve the effectiveness of our programs and services.
* Network with my peers and discover how they are meeting their community’s needs.

I can also reserve a hotel room at the conference hotel using the NICCA group rate to ensure I’m staying at the most affordable option that will allow me to take advantage of networking opportunities.

This opportunity for me to learn, grow, and network is a wise investment for **<your organization>**. I look forward to meeting with you to further discuss this opportunity.

Sincerely,