**[DATE]**

To: **[DECISION-MAKER’S NAME AND TITLE]**

From: **[YOUR NAME AND TITLE]**

Subject: 2021 NICCA National Academy on Early Care and Education – Dare to Dream: Transforming Early Care and Education across Tribal Nations

Dear **[NAME]**,

I would like to attend the 2021 National Indian Child Care Association National Academy on Early Care and Education on September 14-16, 2021, in Durant, OK.

This national training for child care and early learning professionals to share and learn about the opportunities we have to transform early care and education in our communities. The event will be bringing together leaders, administrators, educators, and trainers who are committed to improving programs serving Tribal children, families, and communities. These sessions help grow knowledge and leadership among the individuals who care for our most precious resource -- our children.

This year, the event is designed to help Tribal child care programs identify the opportunities and build a plan for capturing those opportunities in light of the new funding available. 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 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.

The hotel accepts government rates, so I can be sure that I’m staying at the most affordable option to allow me to take advantage of networking opportunities.

This opportunity for me to learn, grow, and network is a wise investment for **[YOUR TRIBE/ORGANIZATION]**. I look forward to meeting with you to further discuss this opportunity.

Sincerely,