[Month Date], 2023

Dear **[Name]**:

With recent elections, the Biden-Harris Administration’s pledge to expand access to free school meals and growing support for healthy school meals for all, now is the perfect time to use our voices, stories and knowledge of school nutrition to advocate for district and our students.

The School Nutrition Association offers our team an opportunity to share the importance of feeding our students with Congress at its 2023 Legislative Action Conference (LAC) from March 5-7, 2023, in Washington, D.C., “Right Time. Right Now,” the theme of the School Nutrition Association’s (SNA) 2023 **Legislative Action Conference (LAC),** emphasizes the urgency behind advocacy for school nutrition. Legislators need to hear from us about, and now is the time to use our voices to reach them!

The 2023 LAC agenda features a variety of learning opportunities focused on legislation and advocacy, including:

* How to advocate for our district’s school nutrition programs effectively.
* Important updates from the U.S. Department of Agriculture.Visits with senators and representatives on Capitol Hill: The opportunity to visit U.S. Senators and Representatives for in-person advocacy.
* The chance to earn CEUs toward SNA’s Certificate Program, SNS credential renewal and USDA Professional Standards, which are important for our staff’s professional development.

I am asking for your approval to attend so that I can take advantage of this important training and bring valuable resources for advocacy and the knowledge of how to advocate for our programs effectively back to our district.

Attending LAC means being better equipped to advocate for school nutrition—and now is the perfect time to raise our voices for our program and school nutrition policies, making my attendance to LAC a worthwhile investment. I hope you share my enthusiasm for the lasting benefits it offers our school nutrition program.

Thank you for your consideration.

Sincerely,

**[Xxx]**

**[Title]**