[Month Date, Year]

Dear **[Name]**:

The Legislative Action Conference (#LAC24) stands out as one of the School Nutrition Association's most eagerly anticipated and enlightening events. This conference, which sells out quickly, offers attendees a unique opportunity to witness the inner workings of the democratic process, gain insights into current legislative and regulatory challenges in the realm of school nutrition, and directly engage with their legislative representatives.

I am excited to bring to your attention the opportunity that the School Nutrition Association has presented to our team—to convey the critical importance of nourishing our students to Congress at #LAC24, March 3 - 5, 2024, in Washington, D.C. This year's conference theme, "Change. Challenge. Opportunity," underscores the significance of embracing unexpected circumstances as opportunities rather than threats. It is imperative that legislators hear our voices, and the time is now to ensure our message reaches them.

The 2024 LAC agenda encompasses a diverse array of educational opportunities centered around legislation and advocacy, including:

* How to advocate for our district’s school nutrition programs effectively.
* Important regulatory updates from the U.S. Department of Agriculture.
* The opportunity to meet in person with U.S. Senators and Representatives on Capitol Hill to discuss the benefits of school meal programs.
* 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 seeking your approval to attend LAC, as doing so will enable me to partake in this invaluable training, equipping me with essential resources for effective advocacy and the knowledge required to champion our programs back in our district.

Attendance at LAC will empower us to advocate for school nutrition more effectively, and the current climate is ideal for amplifying our voices in support of our program and school nutrition policies, making my participation in LAC a worthwhile investment. I hope you share my enthusiasm for the enduring benefits it promises to bring to our school nutrition program.

Thank you for considering this request.

Thank you for your consideration.

Sincerely,

**[Xxx]**

**[Title]**