**[Date]**

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

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

Subject: 2021 NICCA COVID Response Roundtable

Dear **[Name]**,

I would like to attend the 2021 National Indian Child Care Association COVID Response Roundtable on August 4, 2021, in Tulsa, OK.

This one-day roundtable for child care and early learning program leadership to share and learn about how child care is being strengthened across the country using the COVID relief funds through CARES, CRRSA, and ARPA. NICCA brings together leaders and administrators who are committed to improving programs serving Tribal children, families, and communities for facilitated dialogue around how we can strengthen Tribal child care. These sessions help grow knowledge and leadership among the individuals who care for our most precious resource -- our children.

This special session 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 organization/Tribe>**. I look forward to meeting with you to further discuss this opportunity.

Sincerely,