



<Date>

Dear <Decision-maker>,

I would like to request funding to attend the Municipal Leadership Summit, hosted by the Pennsylvania Municipal League, the Pennsylvania State Association of Township Commissioners and the Pennsylvania Career Fire Chiefs Association. This year's Summit takes place on Wednesday, October 7 through Saturday, October 10 in Hershey, Pennsylvania. As the Commonwealth's leading conference for local elected and appointed officials, the Municipal Leadership Summit focuses on best and next practices for municipal leaders and provides unmatched networking opportunities for those in attendance.

The attendee base is diverse, providing fresh perspectives to help shape our future: the sponsoring organizations are nonpartisan and focused on connecting officials to local government solutions.

The educational component addresses today's most relevant topics for our community: sustainability, community development and infrastructure, affordable housing, municipal finance, tourism, cyber security, and public safety. Through sessions like Affordable Housing Resources, From Kilowatts to Cost Savings, Beyond the Sirens: From Challenges to Response, Keeping Pace: E-Bikes and E-Scooters, and From Campus to Community: Co-Creating Impact Through Higher Education, I can gather tangible takeaways for our community's consideration.

The networking opportunities can lead to valuable connections for our community. Some of the most important conversations happen outside of the sessions—in fact, past attendees note this as one of the greatest benefits. Each day, I will have numerous dedicated times for meeting and building relationships with other local elected and appointed officials, staff and industry experts who may serve as key contacts for both present and future initiatives.

With this scope of outstanding educational content and relationship-building opportunities all in one place, my attendance will provide our community's leadership with access to top strategies and solutions that will help us reduce costs, increase efficiencies and build value in various areas for our residents.

If there's any further information I can provide to support my request, please do not hesitate to ask.

Sincerely,