

SAMPLE LETTER for PRE-APPROVAL OF YWCC FUNDING
(To be put on Local Letterhead and emailed to the YWCC email below)

Today's Date

Matthew D. Loeb
International President
I.A.T.S.E. 207 W. 25th St., 4th Floor New York, NY 10001
Via e-mail: ywc@iatse.net

Dear President Loeb, I'm writing to announce that **Local _____** has nominated _____ (name) to be considered for the Young Workers Committee Conference (YWCC) in Minneapolis, Minnesota, from April 12th – 14th, 2022.

If accepted, I respectfully request LEAP funding to cover lodging costs for the two Conference nights (Tuesday, April 12th and Wednesday, April 14th, 2022) at the Millennium Hotel. I understand that our young worker(s) will only be covered for two nights at the hotel, and that flights, transportation, as well as any additional hotel nights, are the financial responsibility of my local.

The contact information for our nominated attendee is:

Phone: _____
Email: _____

(If the person nominated has attended a past Young Workers Conference, please list what they have done since their last attendance that would warrant their inclusion again. This does not apply if the Young Worker was nominated for the cancelled 2020 Young Workers Conference.)

In solidarity,

Officer Name
Officer Position
Local Number