

Good afternoon [contact],

My name is [your name]. I am a [year] here at [school]. [If you know the person you are emailing on any level, mention the connection here].

I reach out today because leadership is something I'm passionate about. I am proud to announce that I have been nominated to attend the National Student Leadership Forum in Washington D.C. this Fall. The chance to attend this event would provide me with the opportunity to grow as a student and a servant leader at [your school].

Many college students attend the Forum on scholarship from their universities as representatives of their schools. Considering the values [your school] as an institution holds, I believe I could be a great representative of our university at the NSL Forum. I don't know what scholarships or funding would look like in the department of [department you are emailing], but I would love to discuss if there is any potential for [department] to assist me in attending the Forum this year.

For more information, the website is <https://www.nslforum.org/nslf>. I have also attached a letter from the director of the Forum explaining the event in more detail. Let me know if there is a time in the next week that you would be willing to meet to further discuss this. Thanks for your time and all you do for the university.

Best,

[Your name]

BE SURE TO ATTACH THE ENDORSEMENT LETTER TO THE EMAIL