Dear Mr./Ms._________________:

I am writing on behalf of the League of Women Voters of _____________________________

We are looking for nominations of local high school students to attend the 20th annual Students Inside Albany conference, which is scheduled to be held May 17-20, 2020 in Albany. Of the students nominated, our League will award one student the opportunity to attend this spring’s Students Inside Albany (SIA) Conference.

The SIA conference, sponsored by the League of Women Voters of New York State Education Foundation, Inc., is designed to increase students’ awareness of their responsibility in representative government and provide the tools necessary for meeting that responsibility. This interactive conference will bring together high school students from across the state to learn about New York State government and the process by which citizens can participate in the policy making arena. As part of this program, students will also tour the Capitol and observe both the Senate and Assembly in action by spending an afternoon shadowing their legislator.

Students are sponsored by one of the 50 local League of Women Voters throughout New York State; all their expenses are covered, including travel and three nights at the Hampton Inn in Albany. The participants will receive a student membership in the League of Women Voters of ____________, which includes an e-mail newsletter and invitations to meetings on government related topics.

Applications for nominations are due to us via email or fax by ______________. The winner will be notified by _____________; the program itself will run from May 17-20, 2020.

We appreciate your support of this exciting opportunity, and look forward to hearing from you.

Best regards,

Jane Doe, SIA Coordinator
Ph: 123-456-7890 / Fax: 123-456-7890
Email: janedoe@lwv.org

Attachment: SIA application
SIA Brochure