Dear xxx,

I’m writing to you today because I’m organizing a group of peers to attend a four-day conference called [Spring Lobby Weekend](https://www.fcnl.org/updates/spring-lobby-weekend-2020-739) from March 28-31, 2020 in Washington, DC. The conference is put together by the Friends Committee on National Legislation, a Quaker peace and justice organization in Washington, D.C. They are nonpartisan group in the public interest.

Spring Lobby Weekend is an educational event that brings together hundreds of students and other young adults in Washington, DC to learn about a critical policy issue and civic engagement with Congress. This year the conference will focus on climate policy. The first three days of the conference are for education on a policy issue and skills building. On the last day, participants meet with their Member of Congress to talk about climate policy.

As the organizer of a group from [insert college name here], I am doing what I can to keep costs low for my peers to take advantage of this experience. Does your [department/organization/group name] have any funds or scholarships for this type of opportunity?

I look forward to hearing from you. I have also attached the event flyer.

Thanks,

NAME