**(DATE)**

Superintendent (First and Last Name)
(Mailing Address)
(Email address)

Dear Superintendent (Last Name):

I write to you on behalf of (your student organization’s name) at (your school’s name) in (your city/town). We would like to invite you to a celebration of National Student Leadership Week (NSLW), a week dedicated to recognizing and supporting the vital role of student leaders.

We will be holding an NSLW-themed event on (proposed date and time) at (location). The (type of event) will (include a brief description of your specific event). The event will last approximately (length of time), and we would be honored if you would agree to (describe what you want them to do—example: speak with our student leaders in a roundtable discussion on topics important to our school community).

I greatly appreciate your consideration of this request. You can reach me at (phone number) and (email address). I look forward to hearing from you.

Sincerely,

(Your Name)
(Your Student Organization)
(Your School Name)
(City/Town, State)

###