

[Date xx], 2024

[Name]

[Title]

[Address]

[City, State Zip]

Dear **[Name]**:

I realize that our district, like many others, is looking for ways to reduce costs and to ensure that the money we are spending to meet our students' needs goes as far as possible. I believe that attending the New Jersey School Nutrition Association's upcoming Conference November 6-8 in Atlantic City, NJ is a smart investment for our district and school nutrition program.

Given the challenges that the school nutrition department has faced over the past few years, attending NJSNA's Annual Conference will be more beneficial than ever. By attending their education sessions—which cover vital topics such as how to use your USDA commodities, improving program operations, and how to market my food service program—I will be bringing back new ideas and best practices for how to create even better financial returns for our school nutrition program, healthier school meals and stronger outreach in our community. I will also be able to explore firsthand the latest services and food products specifically for school nutrition programs from more than 90 exhibitors.

Attending the conference will allow me to meet all my annual training hours required for USDA Professional Standards.

I am confident that the knowledge I gain at this conference will allow me to improve our program's bottom line and maximize our resources while continuing to provide the best healthy meal options for our students during these challenging times. I would be glad to share the information I learn with my colleagues, in the form of a presentation and/or my notes for reference.

For more information about NJSNA's 2024 Annual Conference and how it would provide a positive impact on our program, please visit <https://nejsna.memberclicks.net/>

Thank you for your consideration.

Sincerely,

[Xxx]

[Title]