

[SAMPLE LETTER for PRE-APPROVAL OF YWC FUNDING]

Your letter must be sent by an officer of your Local Union on the letterhead of your Local Union and include:

1. The name of the attendee and the name of the sponsoring Local officer/s
2. Refer specifically to the Young Workers Conference
3. The phone number and email address of the attendee

It is not essential that you use this template, so long as your letter contains the required information. Please submit all pre-approval letters to:

Attn: International President Matthew D. Loeb
IATSE Young Workers
207 W. 25th St., 4th Floor
New York, NY 10001
ywc@iatse.net

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[Date]

International President Matthew D. Loeb
I.A.T.S.E.
207 W. 25th St., 4th Floor
New York, NY 10001

Dear President Loeb,

I am writing in advance to request LEAP reimbursement funding for lodging for **Brother/Sister** _____ who is sponsored by **Local** _____ to attend the Young Workers Conference in Portland, Oregon, on October 2 through the 4th **for the cost of housing during the Conference at the Hilton Portland.**

Brother/Sister's _____ contact information is:

Phone: _____

Email: _____

I understand that, if approved, **local attendee or the Local Union** will be reimbursed only for the two Conference nights, and after submitting proof of successful completion of the Young Workers Conference and a copy of the bill(s).

Sincerely,