Dear [Manager or Board],

I am interested in attending [CHF Canada’s Annual Meeting](https://chfcanada.coop/about-us/annual-meetings/2020-annual-meeting/), which is taking place June 11-13 in Halifax, and includes over 50 workshop options and the opportunity to network with over 700 attendees from co-ops across the country.

I think that this would help us to learn more about solutions to some of the challenges our co-op is facing, such as [end of operating agreements/building maintenance/aging in place/member engagement/funding/grants/reconciliation/including and welcoming members from diverse backgrounds/improving environmental sustainability/etc.]

It’s also a chance for our co-op to make our voice heard in deciding the future of Canada’s co-operative movement, by electing the Board of our national federation and voting on important resolutions.

CHF Canada makes the slides available to all attendees, so our co-op can benefit from a lot of great information. I will also take notes and give a presentation to the [Board/co-op] about what I learned.

It will cost about [estimated total cost] for me to attend, including registration, travel, and meals. You can find more details about [registration costs and what is included](https://chfcanada.coop/about-us/annual-meetings/2020-annual-meeting/#registration) and about [travel and accommodation options](https://chfcanada.coop/about-us/annual-meetings/2020-annual-meeting/travel/) on CHF Canada’s website. Our co-op would be able to benefit from a discount for

[select any that apply to you]

* 25% off registration for co-ops with 1-50 units
* 40% off any registration category for young members age 35 and under
* A bursary from Housing Nova Scotia for NS co-ops
* A [travel pool] to offset the cost of airfare

Thank you for considering this request. I’m glad to discuss this further and answer any questions you might have.

Best wishes,

Your Name