[Your Name]  
 Member, Local [XXX]  
 Member Number: [####]  
 [Date]

To the Executive Board  
 [Local Union Name]

Dear Members of the Executive Board,

I’m writing to respectfully request our Local’s support to send members to two important national events that uplift and advance the role of women in the building trades:

1. Trades Women Build Nations (TWBN) – September 19–21, 2025, Chicago, IL
2. Tradeswomen Taskforce Institute – September 18–19 and 21–22, 2025, also in Chicago

These are two separate events with separate registration processes, each offering valuable opportunities for learning, leadership, and connection within the trades. We hope to ensure strong representation from our Local at both.

Both events are open to all genders, and men are encouraged to participate as attendees, speakers, panelists, and supporters. These gatherings are enriched by the presence of male allies—whether union organizers, business managers, apprenticeship leaders, or elected officials—who are committed to advancing equity and building a stronger, more inclusive labor movement.

**About TWBN:**  
Now in its 15th year, TWBN—hosted by North America’s Building Trades Unions (NABTU)—is the largest annual gathering of union tradeswomen in the country, with over 5,000 attendees. The conference includes high-impact workshops, plenary sessions, rallies, and networking opportunities, all with the support of every International union.  
More information:<https://nabtu.org/twbn/>

**About the Tradeswomen Taskforce Institute:**  
The 9th annual Tradeswomen Taskforce Institute, hosted by the National Taskforce on Tradeswomen’s Issues, provides intimate, workshop-based training on topics such as mentoring, organizing, jobsite equity, and trades leadership. The event brings together a broad cross-section of tradeswomen, advocates, union leaders, and allies. Attendees may choose to attend one or more days, before or after TWBN. Supporting Locals will be recognized on Institute materials.

More info:<https://tradeswomentaskforce.org/>

**Request for Support:**  
 We ask the Local to consider sponsoring member participation by helping cover:

* Registration fees (TWBN flat rate TBA; Institute $35–$100/day sliding scale)
* Hotel accommodations (conference rate available)
* Travel costs
* Meals, when not provided as part of the conference schedule
* Wage reimbursement (if applicable)

Each year, these gatherings remind us of what’s possible when unions invest in the growth and visibility of their members. When our union supports attendance, it not only helps individuals grow—it sends a message that we are committed to building a more inclusive, powerful, and united trade.

Thank you for considering this request. We would be proud to see Local [XXX] represented at both events this year.

In Solidarity,  
 [Your Name]  
 Member, Local [XXX]  
 Member Number: [####]