**Sample Letter Requesting Employer Support for ICC Renewing Members**

Copy, paste, personalize, and send.

Dear *<Manager’s Name>:*

I received notification that my International Code Council (ICC) Membership renewal is coming up on <enter date>, and I am writing to seek support and funding for this membership. My annual membership dues are *$\_\_\_\_\_\_\_.*

Membership in ICC provides benefits with much more value than the cost of the dues. ICC Members getaccess to professional education opportunities, discounts on ICC publications, complimentary code opinions from ICC code experts, voting privileges in the code development process and more. The building safety updates, code information and exclusive Member-Only benefits of ICC Membership will be of great value to me and our jurisdiction.

My Code Council membershipis the best investment you can make in my professional development and the future of our organization. Please contact me with any questions. If you would like to learn more about ICC, visit [www.iccsafe.org](http://www.iccsafe.org) .

Thank you for your consideration.

*<Your Name>*