

Justification Template Letter

This general template will get you started while allowing you to customize it to you and your organization's particular needs.

Letter to Manager

Dear <manager's name>,

I would like to attend the 62nd Annual Economic Developers Council of Ontario (EDCO) Conference and Showcase, taking place at the Sheraton Centre Toronto Hotel, January 29-31, 2019, in Toronto, ON. The conference will enable me to attend a number of education sessions that are directly applicable to my work and will allow me to network with a variety of experts and colleagues from not only Ontario, but other parts of Canada and the U.S. Many of the presentations are tailored to the <Insert your primary function here> and give information on how to <insert benefits/lessons here>. I would like your approval for the registration fee, travel expenses to the conference, and living expenses during the conference. A detailed cost breakdown is included below.

After reviewing the conference program, I have identified a number of education sessions which will allow me to gain knowledge and understanding about how we can improve our processes. The presentations are facilitated by both industry experts and colleagues who have faced similar challenges. I chose each of these presentations because it is directly related to an issue we are dealing with in the currently. Getting the information in an interactive workshop format will greatly reduce the research time and costs that <your organization's name> would normally incur in researching the topics. Incidentally, I have only listed some of the keynotes, workshop, field trips that I will attend. Including them all would make this memo much too long.

<You will need to insert the session descriptions which most apply to your responsibilities.>

<The numbers in brackets below will need to be adjusted to reflect the current pricing. The travel costs vary as well and should be changed to reflect your costs.>

The full price conference fee is \$820.00, but can be reduced \$145 by registering before the early bird deadline of January 7, 2019.

The following is a breakdown of the conference costs:

Conference Registration	\$
Transportation to/from Toronto	
Transportation to/from Airport	
Lodging	
Evening Meals	\$
Total	\$

The total costs associated with attending this conference are: <\$xxxx>.

The opportunity for me to develop better contacts and gain knowledge in specific areas of <**your area of expertise**> makes my attendance at the EDCO Conference and Showcase a wise investment, which will yield rich dividends for <**name of your organization**>.

Sincerely,

<**your name here**>