

## 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 register for the 64th Annual Economic Developers Council of Ontario (EDCO) Virtual Conference, *EvolveON*, that will take place in January-February 2021.

The conference will enable me to participate in 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 to register for this event.

After reviewing the conference program, I have identified a number of sessions which will allow me to gain knowledge and understanding about how we can improve our processes and position ourselves to take advantage of the opportunities and challenges posed by COVID-19. 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 at the conference 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 sessions that I will attend, but as a delegate, I will also have access to all of the sessions on-demand.

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

I will also have the opportunity to learn about new products and services from suppliers all designed to deliver solutions to the challenges brought on by COVID-19.

<The numbers in brackets below will need to be adjusted to reflect the current pricing.>

The registration fee for the full conference series is \$250 for EDCO members. There is also a single-day option at \$75/day. Given the topics that will be covered, I would like to register for the full conference series.

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

Sincerely,

<your name here>