

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 65th Annual Economic Developers Council of Ontario (EDCO) Hybrid Conference, **MoveON**, that will take place at the Marriott Downtown at CF Toronto Eaton Centre, February 8-10, 2022. 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. 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 as we move to a post-COVID-19 environment. 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 we face in our community as we build back post-COVID-19.

<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.>

Option 1 (in-person participation): The full price conference fee is <\$xxxx>, but can be reduced <\$xxxx> by registering before the early bird deadline of January 7, 2022.

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>.

Option 2 (virtual participation): The registration fee for the virtual conference series is \$xxx for EDCO members. There is also a single-day option at \$xx/day. Given the topics that will be covered, I would like to register for the virtual 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>