**Sample Justification Letter for Your Superiors/Management***This letter is to be used as a starting point and can be adjusted based on your needs. The yellow highlighted areas should be filled in and completed by you.*

Dear <Decision Maker>,

I would like to request funding to attend the National Insulation Association’s (NIA’s) 64th Annual Convention, April 3–5, in Nassau, Bahamas. As part of this annual meeting, I’ve been invited to participate in NIA’s new Young Professional Advisory Committee (YPAC). This invitation presents a unique opportunity to help shape the direction of an emerging and important group of young leaders in our industry, as well as the chance to benefit from Convention’s highly targeted educational and networking opportunities—which are designed to provide actionable content that we can implement to improve our business.

The registration fee for this 3-day meeting includes over 25 hours of education and 10 hours of networking, including 3 breakfasts, 1 lunch, and 2 dinners. When surveyed last year, 96% of Convention attendees indicated the program content/education met or exceeded expectations, and 92% of attendees indicated networking with a new customer met or exceeded expectations.

The full registration fee is <$xxxx>, but it can be reduced by registering more than 2 attendees to the event.

<Insert your travel cost numbers here>

Here is the breakdown of the total travel and expenses for attending the event:

Roundtrip airfare: <$xxxx>

Transportation: <$xxxx>

Hotel: <$xxxx>

Meals: <$xxxx>

Conference registration fee: <$xxxx>

The total cost associated with attending this conference is estimated to be: <$xxxx>.

The outstanding educational content and relationship-building networking opportunities in one place—plus the added benefit of having me represent our company at the YPAC—will help ensure that our leadership team continues to have access to the top strategies and best practices in our industry.

If there’s any further information I can provide to support my request, please do not hesitate to ask.

Sincerely,

<Your Name Here>