

Sample Justification Letter for Your Manager

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) 70th Annual Convention, March 24–26, 2026. As part of this annual meeting, I've been invited to participate in NIA's 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 more than 20 hours of education and 10 hours of networking, including 2 breakfasts, 1 lunch, and 2 dinners. When surveyed about last year's Convention, 100% of respondents would recommend NIA's Convention to a peer, 97% rated NIA's Convention as excellent or good, and 93% gained new knowledge or insights.

<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 that I can provide to support my request, please do not hesitate to ask.

Sincerely,

<Your Name Here>