

## 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) Fall Summit 2026, October 28–29, in National Harbor, Maryland (located just outside of Washington, DC). As part of this annual members-only 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 Fall Summit'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 1.5-day meeting includes nearly 20 hours of education, 1 breakfast, 1 luncheon, and 2 networking receptions. When surveyed last year, 98% of Fall Summit 2025 attendees indicated that the program content/education met or exceeded their expectations, and 100% said that the 2025 Fall Summit was good or excellent. Ninety-one percent responded that they learned new information at the event.

The full registration fee is \$495, but we can reduce the fee by registering prior to October 6.

<Insert your travel cost numbers here>

Here is the breakdown of the total estimated conference costs:

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 meeting, 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>