Justification Letter Template

Dear \_\_\_\_\_\_\_\_,

I would like to attend the upcoming 2023 CSI National Conference, October 4 –6, in Minneapolis, Minnesota. The conference will enable me to attend several sessions specifically applicable to my work, while also offering the ability to network with a variety of experts and colleagues in the AECO industry.

Many of the education sessions focus on **<insert areas specific to your profession**> and will provide me with the information, tools, and resources on <**insert benefit/lesson, new tools, work improvements, etc.>.**  In addition to the knowledge I gain, I am eligible to earn CSI and AIA Learning Units.

After reviewing the conference website, I have identified several education sessions which will allow me to gain knowledge and understanding about **<insert information relevant to your position>**. The presentations are facilitated by both industry experts and association colleagues who have extensive experience in their field, and who face similar work challenges. I chose each presentation because it relates to my position and responsibilities at **<company name>**. In addition to the education sessions, I will be attending all three keynote sessions, which focus on the future trends of the industry.   Below I have listed the education sessions I plan on attending.

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

**<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.>**

The full price conference fee is <**$xxxx**>, if registered by <date> Note: all meals are included in the registration fee.

**<You will need to insert your travel cost numbers here>**
Here is the breakdown of conference costs:
Roundtrip Airfare: <$**xxxx**>
Transportation: <$**xxxx**>
Hotel: <$**xxxx**>

The total costs associated with attending this conference are: <$**xxxx**>.

The opportunity for me to develop new contacts, strengthen relationships, and gain industry knowledge makes my attendance at the CSI National Conference a wise investment.

Sincerely,
<your name here>