# JUSTIFICATION LETTER

## TEMPLATE FOR EMPLOYEES

[DATE]

Dear [Supervisor]:

I would like to attend CNU 24: The Transforming City in Detroit, Michigan on June 8-11, 2016. This four-day event is this year’s best opportunity to learn innovative solutions to challenges we’re facing in [enter community name] with world-renowned experts. At CNU 24, I can attend a number of educational tours, workshops, and sessions that are directly applicable to my work, as well as network with a multi-disciplinary group of civic-minded placemakers.

This conference brings together the leading experts in the fields of planning, architecture, urban design, engineering, advocacy, politics, and more. I’ve done the math, and it is a cost-effective way to ensure that we are getting the most from our professional development investment and staying ahead of the curve by learning about the latest solutions to design and development challenges, directly from the source. The total cost to attend will be approximately [$$] (see breakdown below).

In particular, I’d like to focus on finding solutions or best practices that will directly benefit these projects:

* [add project or initiative]
* [add project or initiative]
* [add project or initiative]

After reviewing the conference program, I have identified a number of sessions that will help be most beneficial to me, including:

* [add session]
* [add session]
* [add session]

Here is an approximate breakdown of the CNU 24 costs:

|  |  |
| --- | --- |
| Line Item | Estimated Cost |
| Airfare | $300 |
| Hotel  Option 1: The Hilton (Congress Block)  Option 2: The Westin (Congress Block) | $159/night  $179/night |
| Meal (some provided) | $125 |
| Early Bird Registration Fee | $500 |
| Total | $1,402 OR $1,462 |

I will submit a post-conference report that will include an executive summary, major takeaways, tips, and a set of recommendations for our firm. I will also be glad to share relevant information with key personnel.

Thank you for considering this request. I look forward to your reply.

Regards,

[Your Name]