**Customizable Justification Letter**

**How to use:** Update all highlighted sections. Make sure to delete anything that isn’t applicable to you and remove highlights before sending.

*<Date>*

Dear *<your boss’s name>:*

I am seeking your support to attend DRI’s 2024 Annual Meeting, October 16-18 in Seattle, WA. This meeting is the flagship event of the year for civil defense practitioners and offers:

* networking opportunities with top civil defense leaders;
* educational sessions with dynamic speakers on key legal issues that affect the firm’s practice areas;
* the opportunity to expand my national network of peers and potential clients;
* ability to earn valuable CLE credits

This opportunity will have a direct impact on the work I do for *<firm name>*.

I’ve identified several sessions that are directly applicable to my work and would provide me with essential tools to build our business and grow our firm:

*<Insert session titles and descriptions that you feel will be most beneficial to attend.>*

Given these many benefits, I am seeking approval for *<firm name>* to cover the conference registration fees and related expenses:

*<This section is optional. Travel costs vary and should be adjusted accordingly in the chart below. Check the DRI Annual Meeting website to verify pricing for registration and additional events based on DRI membership and date of registration>*

|  |  |
| --- | --- |
| Registration Cost | Include pricing here. |
| Airfare | Include pricing here. |
| Transportation | Include pricing here. |
| Hotel for \_\_ Nights | Discounted room block available [here](https://www.dri.org/annual-meeting/2024/hotel) with $299 avg nightly rate plus taxes/fees. NOTE: Room block closes September 17. |
| Meals  (2 breakfasts, 1 lunch, and 1 reception are covered by the registration fees.) |  |
| Total Estimated Cost |  |

Attending DRI’s 2024 Annual Meeting would give me the opportunity to create valuable connections and learn from other legal professionals. This investment would benefit my professional growth and the future of *<firm name>,* and I appreciate your consideration of my request.

Sincerely,

<Insert Signature>