

Justification Letter to Your Manager

Dear (**Supervisor's name**),

I would like to attend the Applied Ergonomics Conference, March 25 - 28 in New Orleans, Louisiana. The conference will enable me to attend a number of educational sessions that are directly applicable to my work and will allow me to network with experts and colleagues from around the country. Many of the presentations are tailored to the (**Insert your primary function**) and give information on how to (**Insert benefits and learning objectives**). I hope that you will agree that these benefits are worth the expenses. A detailed cost breakdown is included below.

After reviewing the conference agenda, I have identified a number of education opportunities that will allow me to gain knowledge and understanding about how we can improve our processes, productivity and quality. The presentations are facilitated by industry and academic experts who have faced similar challenges. I chose each of these presentations because they are directly related to issues we are currently dealing with.

(Insert session descriptions that apply to your responsibilities)

Here is the breakdown of conference costs:

Roundtrip Airfare:

Transportation:

Hotel:

Registration Fee:

Meals:

The total costs associated with attending this conference are \$_____.

This is an opportunity to get the training I need to help improve operational excellence in our business, and I would appreciate your support and buy-in on my attendance.

Sincerely,