Justification Letter – Innovate User Conference

To:

From:

Subject: **Innovate 2019 User Conference**

Dear <insert your manager’s name here>,

I'm writing to ask for your approval to attend Innovate, Odessa’s annual User Conference. The event takes place in Philadelphia this year from August 12-14, 2019.

Attended by fellow LeaseWave users, technology partners and industry SME’s, this conference provides two days of presentations from Odessa experts, training workshops, as well as opportunities for me to get specific technical questions answered by product and industry leaders. It is an annual event available to Odessa’s global customers, so I’ll be able to network and learn best practices from the larger user community.

As the world of leasing grows more complex, it's critical for us to stay on top of changes with innovative, transformative technology, and to implement new functionality and products to become even more efficient with our resources.

In particular, I'd focus on finding solutions to help benefit these projects:

1. [add project or initiative]
2. [add project or initiative]
3. [add project or initiative]

**Here's an approximate breakdown of the costs:**

Registration Fee $ xxx [check for current price]

Transportation (between airport and hotel) $ xxx

Hotel (3 nights at $xxx per night) $ xxx

Airfare: $ xxx

**Total: $ X,XXX**

I'm looking into ways to reduce expenses by researching airfare specials, hotel discounts, and more. ***Also, the sooner I can register, the less expensive it will be.***

After the conference, I can provide a post-conference report that includes what I learned and a set of recommendations to increase our productivity and maximize our investment.

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

Kind regards,

<your name>