Conference Attendance Justification Letter

<<Date>>

Dear <<Supervisor’s Name>>,

I would like to attend the **2023 World BRMConnect Conference** on October 8-11, 2023 in Portland, Oregon. Attendance at this conference will enable me to attend a variety of educational sessions and give me access to a network of leading industry professionals and other municipal colleagues.

This year’s BRMConnect Conference will offer over 18+ sessions specifically designed for relationship skill-building, professional development, and enrichment. The 2023 BRMConnect Conference is comprised of diversified programming of educational sessions focused on a wide range of topics that include Leadership, Communication, BRM Teams, Organizational Development, Collaboration, Diversity and Inclusion, and more.

All of these sessions will help our organization and our community to stay ahead of a challenging and fluctuating environment. These sessions will provide solutions to many issues that our organization and industry faces. The ideas, best practices, contacts, and tools I will gain from this conference will save time and money while prioritizing our organization’s needs. I am committed to sharing knowledge gained with our organization.

With the current economic conditions, I understand we must be very conscientious of where we spend money. Therefore, I have broken down the costs for me to attend this conference. I have budgeted **<<Total Conference Cost>>** to attend BRMConnect. There are also Professional Development Knowledge Offerings pre and post conference that will add value to my learning experience.

I believe attendance at this conference is a prudent investment in our community’s future.

Sincerely,

<<Your Name>>