

## IPMA 2019 Educational Conference Justification Letter Template

<Date>

Dear <Supervisor's Name>,

I would like to attend IPMA's 2019 "Be a Front Runner" Educational Conference, June 2-6, 2019, in Louisville, KY. The program will enable me to engage in a number of educational sessions that are directly applicable to my work and will allow me to network with a variety of in-plant printing and mailing experts and colleagues from around the nation. The entire conference is tailored to in-plant managers and directors and will provide me with information on how to <list benefits to your responsibilities>.

I would like to place a request for <your organization's name> to approve my registration fee and travel expenses so that I can attend the 2019 conference. I have included a detailed cost breakdown below.

After reviewing the program website <http://37z.e54.mwp.accessdomain.com/ipma-2019-conference/>, I have identified a number of educational topics that will allow me to gain knowledge and understanding about how we can improve our processes. The presentations are facilitated by industry and academic experts who have faced similar challenges. I chose the courses listed below because it directly relates to <an issue your organization currently faces>. Getting the information in a seminar format, along with realistic solutions, will greatly reduce the research time and costs that we would normally incur in evaluating this topic.

<Insert session titles that most apply to your responsibilities.>

<The numbers in brackets below will need to be adjusted to reflect the current pricing. The travel costs vary as well and should be changed to reflect your costs>

The full-price program fee is <\$xxxx>.

The estimated cost of me attending: <\$xxxx>

The potential ROI and value is: <\$xxxx>.

The opportunity for me to develop my network, gain knowledge and be that front runner that will help make our in-plant facility stronger, which will help <name of your organization> more efficient, makes my attendance at the IPMA 2019 Conference a smart investment for <name of your organization>.

Sincerely,

<Your name/Signature>