**Justification Letter**

Below is a template to send to your supervisor or employer to explain the benefits of attending SLA’s Annual Conference and Expo. You may copy all or any portion of the template to use.



Dear **<supervisor's name>**,

I would like to represent **[insert company name]** at the [Special Libraries Association’s Annual Conference](http://www.sla.org) on June 7-10, 2025. As an organization dedicated to education and professional development for the **[information professional industry or insert related industry],** I believe participating in this event will significantly enhance my ability to contribute meaningfully to our shared objectives.

Attending this conference will allow me to further my education and professional development with cutting-edge industry sessions focused on the latest in technology, data science research, competitive intelligence, and leadership skills. Furthermore, the conference will provide ample opportunities to network with key industry figures and potential collaborators who can provide **[insert company]** with new business opportunities.

I am seeking support for the early bird member registration fee of 650 USD and the time allotted for attending the event:

* **Saturday, June 7** – 8 hours of SLA Community Programming and Industry Breakout Sessions
* **Sunday, June 8 - Tuesday, June 10 –** Full-day educational sessions (nearly 50 sessions total)

Attending this conference will benefit me personally, our organization, and the community we serve. By equipping myself with the tools and resources provided at this event, I will be better positioned to advance within our organization and provide additional resources and opportunities to advance **[insert company]**.

I am committed to maximizing this opportunity's value and sharing the knowledge and insights gained with our team upon my return. I am confident that my participation will contribute to our ongoing efforts and help us achieve a greater impact in advancing our objectives.

Thank you for considering my request. I am eager to represent our organization and to contribute to its success. I look forward to your support and the opportunity to further our shared goals through this valuable experience.

Sincerely,

**[Insert Your name]  
[Insert Your signature]**