



DISCONNECT TO RECONNECT
TLOMA 2022 CONFERENCE & TRADE SHOW
WHITE OAKS RESORT & SPA SEPT 21ST TO 23RD, 2022

Sample Justification Letter Template

Sample letter to help explain the benefits the benefits of attending the TLOMA 2019 Conference & Trade Show.

Dear (Supervisor/Manager's Name):

I would like to request approval to attend the TLOMA 2022 Conference & Trade Show from September 21 – 23, 2022, at White Oaks Resort & Spa in Niagara-on-the-Lake, ON.

The conference will enable me to attend several educational sessions and will allow me to network with a variety of law office professionals, colleagues and Business Partners. My participation will allow me the opportunity to expand my knowledge and give me the tools and resources to enhance my performance at my firm.

Below is a list of sessions that I fee are most relevant and would help me grow at my firm:

- [List session]
- [List session]
- [List session]

I anticipate the total expense to be approximately \$ [x]. Registration fees, travel and accommodation expenses are included. A detail cost breakdown is attached.

The opportunity for me to enhance competencies and to network with other law office professionals makes my attendance a very valuable investment, and a benefit on both personal and professional levels.

Thank you for your consideration.

Sincerely,