

# REDESIGN

# REIMAGINE

TLOMA 2023 CONFERENCE & TRADESHOW  
THE WESTIN OTTAWA Oct. 11th - 14th, 2023

# REENGAGE



## 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 attend the upcoming TLOMA 2023 Conference & Trade Show from October 11 – 14, 2023, at the Westin Ottawa in Ottawa, 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.

After reviewing the conference website, I have identified several education sessions which will allow me to gain knowledge and understanding about **<insert information relevant to your position>**.

The presentations are facilitated by both industry experts and association colleagues who have extensive experience in their field, and who face similar work challenges. I chose each presentation because it relates to my position and responsibilities at **<company name>**.

In addition to the education sessions, I will be attending the keynote and all three plenary sessions, which speak to future trends and influences that will impact law office management.

Below I have listed the education sessions I plan on attending.

- [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 develop new contacts, strengthen relationships, and gain industry knowledge makes my attendance at the TLOMA 2023 Conference & Trade Show a wise investment.

Thank you for your consideration.

Sincerely,