**JUSTIFICATION LETTER SAMPLE**

Dear <NAME>,

The Massachusetts Library Association’s annual conference is coming up soon and I’m writing to ask for your approval to attend.

**About the Massachusetts Library Association**  
The MLA’s mission is to advocates for and empower the Massachusetts library community by providing leadership, legislative advocacy, professional development, networking opportunities, and by defending intellectual freedom. As part of that mission, the Association hosts one annual conference, widely regarded to be one of the best regional library conferences in New England.

**About the Conference**  
The conference this year is virtual and will likely be attended by more than 400 library professionals and industry thought leaders. It’s comprised of three half days of robust content designed to enhance knowledge on topics that every library leader will find compelling.  
  
This year’s conference boasts about 25 workshop and keynote sessions presented by library experts, advocates and other library leaders. It also provides numerous opportunities to interact and build relationships with peers and offers invaluable benefits to the library community as a whole.

**How it can help with our library’s mission**  
Participating in the conference will aide in shaping solutions and providing actionable ideas to benefit these particular library projects:

* Project or initiative name
* Project or initiative name
* Project or initiative name

Below are just a few of the sessions that could benefit our library with my participation:

* Session name
* Session name
* Session name

**Breakdown of costs**  
The costs of attending the three-day conference are outlined below:

|  |  |
| --- | --- |
| Conference registration | <Registration fee> |
| **TOTAL** | **<INSERT TOTAL>** |

**Post-conference and next steps**  
After the conference, I could prepare a summary of the key conference take-aways and share the knowledge I received along with insights I believe could enhance our library’s mission and support the relevant projects outlined above. Additionally, I could arrange a discussion with our library staff and share any information and take-aways from the conference.

Thank you in advance for your consideration of this request – I look forward to your receiving your reply.

Best regards,

<YOUR NAME>