

Justification Letter to Manager

<Date>

Dear **<Supervisor's Name>**

I would like to attend ENA's Annual Conference, September 22-24. The conference will enable me to attend a number of education sessions that are directly applicable to my work. After reviewing the ENA Annual Conference Advance Program, I have identified a number of education sessions which will allow me to gain knowledge and understanding about <insert areas of concern within your facility that are included in the program>. These presentations will provide information that will help by : <list benefits that this education can provide>.

I am seeking educational funding for the registration fee, travel expenses to the conference, and daily expenses during the conference. I will be able to bring back new evidence-based best practices that I can use immediately and share with the staff.

A detailed cost breakdown is included below.

<You will need to insert your travel cost numbers in here>

- Roundtrip Airfare: **<\$xxxx>**
- Ground Transportation to and from the airport **<\$xxx>**
- Hotel: **<\$xxx>**
- Meals: **<\$xxx>**
- Conference Fee: **<\$xxx>**

The total costs associated with attending this conference are : **<\$xxx>**

I hope to have the opportunity to gain knowledge in the areas discussed above and share them with the staff upon my return.

Sincerely,

<your name here>