

*Justification letter*

Request to attend Experian's Vision 2020 Conference

To: <Insert manager's or supervisor's name>

Subject: Attending Vision 2020

I'd like to attend Experian's Vision 2020 Conference May 17-20 at The Diplomat Beach Resort, Hollywood Florida.

I've reviewed the agenda and believe our organization will benefit from the content and networking opportunities Vision offers. Also, the conference offers breakout sessions that address our greatest business needs, including <insert session titles/topics>.

Vision 2020 provides attendees with an opportunity to enhance their network, share best practices, engage with industry leaders, and hear the latest on industry technology and innovations.

My attendance at Vision will help other members of our business as well. I'll meet with team members after I return to share the actionable information I learn at the conference.

The registration pricing is as follows: \$1,295 until Jan. 15, \$1,695 until March 31, and finally \$1,995 until tickets sell out. Airfare, transportation and hotel accommodations aren't included in the registration fee, but Experian has a negotiated rate with The Diplomat Beach Resort of \$280 plus tax per night.

I'm confident the conference will offer significant benefits to me and our organization. Please approve my request.

Thank you for your consideration.

Sincerely,