Justification Letter

Trying to convince your manager to let you attend the event? We have created a customizable template you can use to prove the value of attending.

Dear [your manager’s name],

I would like your permission to attend annual XXXXXXXXXX(influential, best, biggest, etc..), the Adobe ColdFusion Summit taking place in Las Vegas, Nevada on XXXXXX. Event registration is $XXXX and my attendance will be beneficial for both my personal growth and our company’s XXXX knowledge, as it will allow us to:

- Learn more about core Adobe ColdFusion XXXX
- Be the first to hear about new Adobe ColdFusion products and features
- Get educated on technical best practices with XX breakout sessions on topics such as data migration, security, AI and Machine Learning, serverless & containerisation, data & analytics and more
- Find answers to our development questions and learn technical tips and tricks from AWS architects, engineers, product leads, and expert users

Below is an estimated breakdown of costs:

Airfare estimate: 
Hotel & transfer: 
Total investment: 

After the Adobe ColdFusion Summit, I will circulate a report that will include a summary of my learnings plus a set of recommendations to increase our team’s productivity and maximize our XXXX investment.

Thank you for considering my request and I look forward to your reply,

[your name]