Thank you for your interest in attending JAM. We understand that with limited travel and training budgets, receiving approval to attend JAM may be challenging. Below is a sample justification letter to help with your request. Consider making your case by adding specific context and explaining the benefits and ROI – for both you and your institution.

We hope to see you at JAM 2020!

**Dear [manager’s name],**

This year’s Jenzabar Annual Meeting, JAM 2020, will be held May 27-30 at the Hyatt Regency in Orlando, Florida. The conference offers four days of educational training from the Jenzabar team and industry colleagues.

I request your approval to attend, as I believe JAM is a worthwhile investment to ensure our department is knowledgeable and trained on relevant technology and processes.

More than 1,500 participants from 350 higher education institutions around the world are expected to attend JAM 2020, providing an excellent opportunity to discuss shared business challenges and learn how peers are optimizing Jenzabar systems**.** The event also enables in-person meetings with Jenzabar product experts, support personnel, and executives to hear and discuss the company’s current strategies and future product direction. JAM offers more than 350 comprehensive sessions, hands-on labs, and roundtable discussions; dedicated networking opportunities; and exhibits from other vendors from which I can learn how to solve issues, develop new ideas, and plan for the future.

I understand that attending JAM will be an initial expense, but the chance to meet with solution experts and gain best practice advice from other users makes this conference an opportunity that we cannot afford to miss.

My top priorities for JAM are: (fill in what you hope to learn/accomplish i.e. issues to resolve, solutions to discover, ways to increase productivity and improve performance, etc.)

Here is an estimation of the cost for me to attend JAM.

|  |  |  |
| --- | --- | --- |
| Airfare | $$ | if applicable |
| Transportation | *$$* |  |
| Hotels | *$$* | discounted hotel rate of $199 x # days if reserved by April 30 |
| Meals | *$$* | *breakfast on Thursday-Saturday, lunch on Thursday-Friday and Dinner on Friday are included in the conference fee* |
| Conference Fee | *$$* | insert based on pre-conference and/or conference attendance option |
| Approximate Total | *$$* |  |

I will plan to meet with you and colleagues after JAM to discuss significant takeaways, tips, and recommendations to maximize our investment in Jenzabar’s solutions. Most of the PowerPoint presentations are available for attendees after the event, which will provide additional insight to the entire team.

Thank you for considering this request. I look forward to your reply.  
  
Regards,