**JUSTIFICATION LETTER TO SUPERVISOR**

To:

Date:

Subject: Attending BOMA 2021

I’m seeking your approval to attend the 2021 BOMA International Conference and Expo, October 6 – 9 in Boston, MA. This is an event where I’ll be able to connect with the entire CRE industry and have access to the most profitable practices for 2021 like efficient return-to-work strategies that include safety protocols, health and wellness initiatives and the shift to flexible office space.

So much has changed due to the pandemic so there is a lot to learn. I’ll be able to choose from numerous educational opportunities that will give me strategies to drive results for our company. I can also tailor my schedule to attend the sessions that are directly applicable to my work and that will allow me to network with other property professionals who are facing similar challenges. This investment is sure to pay off for our daily operations and our company.

In addition to its industry-leading educational program, BOMA offers a diverse exhibit floor where I can identify new products, potential partners and/or customers that could lead to new business. I’ll be able to gather information about improved solutions that we might consider implementing. I plan to achieve the following objectives:

Objective 1:

Objective 2:

Objective 3:

Therefore, I am requesting approval for registration fees and travel-related expenses. The registration fee is $\_\_\_\_\_\_\_\_\_ and travel-related expenses will be approximately $\_\_\_\_\_\_\_\_\_.

This conference will allow me to explore what’s trending in CRE and return with the latest education and solutions that I can put into practice immediately. I’ll make sure to debrief and share what I’ve learned with our team so that everyone can benefit.

Please let me know if you have any questions and thank you in advance for your consideration.

Sincerely,

<name>