*Justification letter*

Request to attend Experian’s Vision 2024 conference

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

Subject: Attending Vision 2024

Dear [name],

I’d like to attend Experian’s Vision 2024 conference, May 20–23, at the Fairmont Scottsdale Princess in Scottsdale, Arizona.

I’ve reviewed the agenda and believe our organization will benefit from the content and networking opportunities Vision offers. This year’s event includes sessions that cover themes like: advanced analytics and data, identity and fraud, operational excellence, regulatory compliance, modernization through technology transformation and innovation, economic insights and readiness, consumer engagement and interactive operational workshops. I plan on attending breakout sessions that address our greatest business needs, including <insert session titles/topics>.

Vision 2024 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: $1,595 until Jan. 26, $1,995 Jan. 27–Mar. 31, and finally $2,295 until tickets sell out. Airfare, transportation and hotel accommodations aren’t included in the registration fee, but Experian has a negotiated rate with the Scottsdale Fairmont Princess of $359 plus tax and fees 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,