



LEAD THE CHANGE

TLOMA CONFERENCE & TRADE SHOW

SEPTEMBER
16-19, 2025

 WHITE OAKS
CONFERENCE
RESORT & SPA

Sample Justification Letter Template

Sample letter to help explain the benefits the benefits of attending the TLOMA 2025 Conference & Trade Show.

Dear (Supervisor/Manager's Name):

I would like to request approval to attend the TLOMA 2025 Conference & Trade Show from September 16 – 19, 2024 at White Oaks Conference Resort & Spa.

The conference will enable me to attend several educational sessions and will allow me to network with a variety of law office professionals, colleagues and Business Partners. My participation will allow me the opportunity to expand my knowledge and give me the tools and resources to enhance my performance at my firm.

Below is a list of sessions that I feel are most relevant and would help me grow at my firm:

- [List session]
- [List session]
- [List session]

I anticipate the total expense to be approximately \$ [x]. Registration fees, travel and accommodation expenses are included. A detailed cost breakdown is attached.

The opportunity for me to enhance my competencies and to network with other law office professionals makes my attendance a very valuable investment, and a benefit on both personal and professional levels.

Thank you for your consideration.

Sincerely,