**JUSTIFICATION LETTER: Attending CentralSquare’s ENGAGE 2024**

*Customize this letter/email to fit your situation and needs*

<Your Leader’s Name>,

I’m writing to request your approval to attend CentralSquare’s*ENGAGE 2024* user event, in Dallas, Texas on May 5-8. There is no other event where I’ll have the opportunity to gain key insights straight from the experts at CentralSquare on new solutions that will help us serve our citizens and community better.

Attending *ENGAGE 2024* will provide our agency with critical information and resources about updates that will help us maximize our current products. The conference offers three full days of training opportunities, including expert-led breakout sessions and user-oriented presentations, as well as information about CentralSquare’s product roadmap.

I’ll be able to engage directly with CentralSquare developers and support team to ask detailed technical questions and outline our specific needs, while strengthening our partnership with CentralSquare.

Our communities demand more than ever, and we need to be ready to maximize our capabilities and resources. With that in mind, my focus at *ENGAGE 2024* will be on solutions for these initiatives:

* [initiative, project, goal]
* [initiative, project, goal]
* [initiative, project, goal]

Below is an approximate, cost-sensitive breakdown for attending the entire event:

Registration  X

Airfare X

Transportation X

Hotel X

Meals X

**Total** **XXX**

Upon my return from ENGAGE 2024, I hope to inspire and motivate the team by sharing key takeaways, including those that we may be able to implement immediately to enhance our service to our communities.

Thank you for your consideration. I look forward to your reply.