**Justification Letter: Attending ICE 2018**

**To**: <Insert Manager or Supervisor Name>

**Subject**:I’d like to attend ICE ’18

Igloo Software is hosting a digital workplace conference called ICE on September 11-13 in San Antonio, Texas. I’d like to get your approval to attend.

ICE ‘18 is a digital workplace conference that welcomes professionals working in the areas of communications, human resources, digital transformation, and other disciplines that focus on people, culture, productivity, and innovation.

I’ll have the opportunity to attend multiple keynote presentations and choose from 20+ sessions covering a range of digital workplace solutions and strategies that address challenges related to communications, collaboration, knowledge management, and engagement.

Here are some of the sessions that caught my interest and are relevant to my role.

* Example 1
* Example 2
* Example 3

I believe that attending this conference will allow me to learn from experts and peers to broaden my knowledge in this area and help drive our organization’s digital workplace initiatives forward. I’d be happy to present my findings to the rest of the team upon my return.

This is the approximate cost of attending ICE ’18:

Airfare: $xxx

Hotel: $250 per night (hotel conference rate)

Meals: $xxx (breakfast and lunch are included with conference registration)

Registration: $395.00 USD (super early bird pricing, $395 USD, expires April 30, 2018)

Other expenses: $xxx

Total cost: $xxx

Please let me know if you have any questions, and thanks in advance for your support.

<Your name>