**Liaison User Conference Justification Letter**

[Date]

Dear [Manager’s Name],

I would like to attend the Liaison User Conference in Boston from June 27-28. Admissions professionals from all over the U.S. are attending to learn more about how Liaison's family of products and services helps institutions build better classes.

This two-day event includes 60+ interactive sessions of basic and advanced training, networking opportunities and presentations by your peers in the field about marketing, recruitment and technology. Continuing Education Units will be available for some training sessions.

I believe this organization and its annual conference are a critical component to my professional development and offer me a unique opportunity to learn from and engage with industry colleagues. I am asking for funding for the registration fee of $500. I can save money by registering with a group of four or more colleagues.

Sincerely,

[Your Name]