

**SHARE Washington, D.C., Justification Letter Template**

Use this customizable template to make the case for attending SHARE Washington, D.C., to your manager.

To: **<manager name>**

From: **<your name>**

Date: **<insert date>**

Subject: Attending SHARE Washington, D.C.

Dear [insert your manager’s name],

I’m requesting your approval to attend SHARE Washington, D.C., Feb. 23-27, 2025, to gain knowledge that will help our team increase efficiency, agility and cost savings. The event features more than 300 technical sessions on key topics including [insert topic of interest] and [insert topic of interest]. These topics are relevant to the work I do at [insert your company name].

Additionally, SHARE Washington, D.C., will allow me to gain new knowledge, tips and guidance on the ins and outs of different products from experienced industry professionals. Through user- and vendor-led sessions, this event is designed to decrease the chance of error and help save time and money. Here is a snapshot of some of the SHARE Washington, D.C., sessions and events that I believe will be of benefit both to myself and our team.

* [Insert name of session you are looking forward to]
* [Insert name of session you are looking forward to]
* [Insert name of session you are looking forward to]

In attending SHARE Washington, D.C., I will also have the opportunity to exchange lessons learned and insights with peers and presenters and build a network I can turn to for support throughout the year. My attendance also guarantees exclusive access to representatives from IBM, Broadcom and other independent vendors that will allow me to discuss the latest solutions to challenges at our organization as well.

The user-focused training and ample networking opportunities make this event an invaluable investment for our team and organization as a whole. To learn more about SHARE Washington, D.C., please visit <https://www.share.org/Events/SHARE-Washington-DC>.

Thank you for your consideration,

[Insert your name]