**Justification Letter**

Need assistance with drafting a request for permission to attend National Conference?

SLCC has created a template letter which we welcome you to customise according to your specific circumstances and requirements:

*Dear [Recipient Name],*

*I am writing to request approval to attend the 2024 National Conference facilitated by the Society of Local Council Clerks (SLCC), scheduled to take place on 8 and 9 October 2024 at Leonardo Hotel and Conference Venue Hinckley Island, Leicestershire. As the clerk to [Your Council], I believe that attending this event is vital for our council's interests and my professional development.*

*Here are the benefits for my attendance:*

* ***Professional Development:*** *The event offers workshops, seminars, and networking opportunities tailored to local council clerks. Attending these sessions will enhance my skills and knowledge, allowing me to better serve our council and community.*
* ***Industry Insights:*** *National Conference gathers sector experts and thought leaders who will share insights and best practices relevant to my work. These insights can help us address challenges more effectively and identify opportunities for improvement.*
* ***Networking Opportunities:*** *Networking with clerks from across England and Wales will provide invaluable opportunities for collaboration and idea exchange – sharing solutions to common issues.*
* ***Policy Updates:*** *National Conference will feature sessions dedicated to policy updates, legislative changes, and emerging trends in the local council sector. Staying informed about these developments is essential for ensuring our council remains compliant and proactive in serving our community.*
* ***Return on Investment:*** *The knowledge and connections gained from attending National Conference will contribute to our council's long-term success. I am committed to maximising the value of this investment by sharing insights and implementing best practices upon my return.*

*I believe attendance at National Conference is a prudent investment in our council’s future.*

*Thank you for considering this request. I am available to provide further information or address any concerns you may have.*

*Sincerely,*

*[Your Name]*