**Justification Letter**

Need assistance with drafting a request for permission to attend the ‘*Are You Prepared for Net Zero? Themed Summit’*?

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 Are You Prepared for Net Zero? Themed Summit facilitated by the Society of Local Council Clerks (SLCC), scheduled to take place virtually on 22 May 2024. 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:*** *Attending the summit will provide me with access to experts in the field of climate change and net zero initiatives, allowing me to gain valuable insights and knowledge, to better serve our council and community.*
* ***Resource Optimisation:*** *Learning about available resources, funding opportunities, and potential partnerships through the summit can assist the council in optimising its resources and securing additional support for implementing climate change mitigation and adaptation measures.*
* ***Networking Opportunities:*** *Engaging with other attendees, including representatives from other councils, government agencies, and environmental organisations, will allow me to build valuable connections and partnerships that can support the council's efforts in addressing climate change.*
* ***Policy Updates:*** *The summit offers an opportunity to learn about current and upcoming policies related to climate change and net zero targets, which can inform the council's decision-making process and help in formulating effective local policies.*
* ***Return on Investment:*** *The knowledge and connections gained from attending the summit 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 the ‘Are You Prepared for Net Zero? Themed Summit’ 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]*