**Justification Letter**

Need assistance with drafting a request for permission to attend the ‘*Civility & Respect 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 Civility & Respect Themed Summit facilitated by the Society of Local Council Clerks (SLCC), scheduled to take place virtually on 6 November 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 civility and respect initiatives, allowing me to gain valuable insights and knowledge, to better serve our council and community.*
* ***Community Cohesion and Wellbeing:*** *The summit will teach us how we can Invest in initiatives that promote civility and respect that can lead to stronger community bonds, increased social cohesion, and improved overall wellbeing for residents. These benefits contribute to creating a more vibrant, resilient, and harmonious community.*
* ***Networking Opportunities:*** *Engaging with other attendees, including representatives from other councils, community organizations, advocacy groups, and experts in conflict resolution, will allow me to build valuable connections and partnerships that can support the council's efforts in promoting civility and respect.*
* ***Awareness and Engagement:*** *By attending the summit, I can raise awareness among council members and the local community about the importance of promoting civility, respect, and empathy in all interactions. This helps create a positive and inclusive atmosphere conducive to constructive dialogue and collaboration.*
* ***Best Practices Sharing:*** *The summit provides a platform for sharing best practices and success stories from other regions or councils that have implemented effective strategies to foster civility, respect, and understanding among community members. This exchange of ideas offers inspiration and practical solutions for local initiatives.*

*I believe attendance at the ‘Civility & Respect 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]*