**Justification Letter**

Need assistance with drafting a request for permission to attend the ‘*Finance 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 Finance Themed Summit facilitated by the Society of Local Council Clerks (SLCC), scheduled to take place virtually on 11 September 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 finance, allowing me to gain valuable insights and knowledge, to better serve our council and community.*
* ***Resource Optimisation:*** *By attending the summit, I will learn about available resources, funding opportunities, and potential partnerships that can assist the council in optimising its financial resources and securing additional support for key projects and initiatives that benefit the local community.*
* ***Networking Opportunities:*** *Engaging with other attendees, including representatives from other councils, financial institutions, and government agencies, will allow me to build valuable connections and partnerships that can support the council's financial management and investment efforts.*
* ***Policy Updates:*** *The summit offers an opportunity to learn about current and upcoming financial policies, regulations, and trends, which can inform the council's decision-making process and help in formulating effective financial policies and strategies.*
* ***Return on Investment:*** *Attending the summit will allow me to gain insights into potential return on investment (ROI) opportunities associated with different financial decisions and investments. Understanding the risks and rewards of various financial strategies can help the council make informed choices that maximize long-term financial returns for the community.*

*I believe attendance at the ‘Finance 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]*