**Justification Letter**

Need assistance with drafting a request for permission to attend the ‘*Innovation 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 Innovation Themed Summit facilitated by the Society of Local Council Clerks (SLCC), scheduled to take place virtually on 4 December 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:*

* ***Demonstration of Leadership:*** *Attending this summit demonstrates the council's commitment to fostering a dynamic and forward-thinking community that embraces change and leverages innovation to address local challenges and opportunities. This showcases the council's leadership in promoting a culture of innovation and entrepreneurship.*
* ***Access to Expertise:*** *The summit will provide me with access to experts in the field of innovation, offering valuable insights and knowledge on modern technologies, creative problem-solving methods, and entrepreneurial strategies.*
* ***Networking Opportunities:*** *Engaging with other attendees, including representatives from other councils, and institutions will allow me to build valuable connections and partnerships that can support the council's efforts in promoting innovation and economic development.*
* ***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 innovation initiatives that drive economic growth and competitiveness locally.*
* ***Return on Investment:*** *The summit will showcase successful initiatives led by various councils highlighting returns in terms of economic growth, job creation, and improved services for residents. By understanding the potential ROI of innovation investments, the council can make informed decisions that maximize the benefits for the community.*

*I believe attendance at the ‘Innovation 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]*