**Justification Letter**

Need assistance with drafting a request for permission to attend the ‘*Planning 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 Planning Themed Summit facilitated by the Society of Local Council Clerks (SLCC), scheduled to take place virtually on 10 July 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 planning, 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 innovative planning projects and initiatives.*
* ***Networking Opportunities:*** *Engaging with other attendees, including representatives from other councils, and planning departments will allow me to build valuable connections and partnerships that can support the council's efforts in future projects and developments.*
* ***Policy Updates:*** *The summit offers an opportunity to learn about current and upcoming policies related to planning, land use, regulations, and sustainable development, which can inform the council's decision-making process and help in formulating effective local planning 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 ‘Planning 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]*