

# Institute Attendance Justification Letter Example

<<Date>>

Dear <<Supervisor's Name>>,

I would like to attend UW-Green Bay's Clerks and Treasurers Institute on <<dates>>, which is held virtually through Zoom. Attending the Institute will enable me to participate in various educational sessions and give me access to a network of leading industry professionals and other municipal colleagues.

This year's Clerks and Treasurers Institute offers sessions specifically designed for clerk and treasurer skill-building, professional development and enrichment. The Clerks and Treasurers Institute is comprised of diversified programming of educational sessions focused on a wide range of topics, including leadership, communication, election security, digital adaptability, organizational development, collaboration, diversity and inclusion and more.

All these sessions will help the treasurer and clerk's office, and our community stay ahead of a challenging and fluctuating environment. These sessions will provide solutions to many issues that our municipality faces. The ideas, best practices, contacts and tools I will gain from these courses will save time and money while prioritizing our municipality's needs. I am committed to sharing knowledge and resources with my office.

With the current economic conditions, I understand we must be very conscientious of where we spend money. Therefore, I have broken down the costs for me to attend this Institute. I have budgeted <<Total Institute Cost>> to attend CTI.

I believe attendance at this Institute is a prudent investment in our community's future.

Sincerely,

<<Your Name>>