Justification Letter

Please feel free to use this letter template for your own justification purposes:

[Date]

RE: Attending the NATA Virtual Clinical Symposia & AT Expo – June 22-24, 2021

Dear [Supervisor’s name],

I am writing to request approval to attend the NATA Virtual Clinical Symposia & AT Expo, June 22-24, 2021. Starting June 25, all educational sessions will be available on-demand 24/7 with the live AT Expo, Free Communication Posters, and peer-to-peer engagement opportunities continuing through September 30, 2021.

I have taken the time to review the learning opportunities, exhibiting companies, and product categories and feel that my attendance would have a major benefit to our organization. The NATA convention is the best place to learn new athletic training education, view the latest products and services at the virtual AT Expo, and network and learn from other ATs from across the country.

As the [insert your job title], my specific goals in attending are to [insert goals as related to your job responsibilities]. As an attendee at VNATA 2021, I will learn new skills I can implement right away bringing added value to [insert organization name].

Convention registration is: [$xxx]

This year, our organization set out to [insert company’s goals] and attending VNATA 2021 will work towards these goals by [insert what you will gain from attending and how these efforts connect with our organization’s goals].

Upon returning from the convention, I look forward to compiling a brief presentation on new contacts made, details on athletic training research and technology, vendor product and service information, and speaker presentation notes to share with the rest of the team, as well as make any educational materials available to my co-workers.

Thank you for considering support of my attendance at VNATA 2021.

Sincerely,

[Your name]