**JUSTIFICATION LETTER FOR EMPLOYER**

*This is a template for a “justification letter”—a letter to your supervisor explaining the benefits you'll receive by attending the YANG Leadership Conference.*

*The justification letter includes how the conference will make you a better employee and what you and your company can expect to receive from attending.*



Dear **[SUPERVISOR’S NAME]**,

I am reaching out because I would like the opportunity to attend the **Young Auto Care Network Group (YANG) Leadership Conference**, taking place May 23-24 in Orlando, Fla.

This educational conference is specifically designed for young professionals in the auto care industry. It would offer me the opportunity to network with my peers and hear from dynamic speakers from both inside and outside the automotive aftermarket. Also, I would be eligible to receive continuing education units (CEU) credits toward my Automotive Aftermarket Professional (AAP) or Master Automotive Aftermarket Professional (MAAP) professional designations from the University of the Aftermarket, Northwood University.

***[Use this space to include Information on how this would benefit your day-to-day job]***

This year’s conference features unique sessions that can help me in multiple areas of my daily role. The range of topics includes leadership principles, industry trends, problem solving, communication, managing conflict and more. A complete agenda is available at [www.autocare.org/yangleadership](http://www.autocare.org/yangleadership).

In addition, there will be plenty of networking opportunities. YANG is all about giving young professionals the opportunity to network and establish professional relationships that will help them throughout their careers.

I am seeking sponsorship for the registration fee, hotel, and travel expenses during the conference. A detailed cost breakdown is included below:

YANG Leadership Conference costs:

* Roundtrip Airfare: <**$xxxx**>
* Transportation: <**$xxxx**>
* Hotel: <**$xxx**>
* Conference Fee: <**$xxx**> *(Tuesday breakfast/lunch/dinner and Wednesday breakfast/lunch included in registration fee)*

The total costs associated with attending this conference are: <$**xxxx**>.

The opportunity to develop valuable contacts and gain leadership and industry skills would make my attendance at the YANG Leadership Conference a worthwhile investment.

Sincerely,

**[YOUR NAME]**