**Sample Attendance Justification Letter**

**Request to Attend Lifesavers Conference on Roadway Safety**

To:

From:

Re: Approval to Attend the 2024 Lifesavers Conference

I am writing to request approval to attend the Lifesavers Conference on Roadway Safety, April 7-9, 2024. Lifesavers is the nation’s largest gathering of roadway safety experts and practitioners from across the U.S. who share ideas, best practices, and solutions for preventing crashes and saving lives.

During the three-day conference, I will have the opportunity to:

* Attend the 70+ workshops in varying tracks including child passenger safety; communications; criminal justice/law enforcement; distracted driving; driver training, assessment and licensing; impaired driving; occupant protection; pedestrian, bicyclist, and microbilist safety; safe system; and vehicle technology/automated driving
* Learn about the latest trends, research and cutting-edge programs that can be put into practice in our state/community
* Hear from nationally recognized speakers who are leading experts in roadway safety
* Share ideas with safety professionals spanning the U.S.
* Gather information about the latest state-of-the-art safety products and services

I can use the knowledge, skills, and ideas gained at the virtual Lifesavers Conference to advance the following initiatives:

(*List any projects that would benefit*)

The early bird registration fee to attend the Lifesavers Conference is $625.

A flyer outlining the conference can be found [HERE](https://lifesaversconference.org/wp-content/uploads/2023/08/Save-the-Date-Flyer-2024-Denver.pdf). The website is [www.lifesaversconference.org](http://www.lifesaversconference.org)

Thank you for considering this request. I look forward to your reply.

Regards,

*(Name)*