**Justification Letter to Your Manager – Chemical Control Law Seminar**

Dear [Supervisor's name],

I would like to attend the Chemical Control Law Seminar being held October 22 – 23, 2019, in Washington, DC, hosted by Keller and Heckman LLP. The conference will offer several educational sessions that are directly applicable to my work and will allow me to network with industry experts and colleagues. Many of the presentations are tailored to the (**Insert your primary function**) and give information on how to (**Insert benefits and learning objectives**). I hope that you will agree that these benefits are worth the expenses. A detailed cost breakdown is included below.

Roundtrip Airfare:  
Transportation:  
Hotel:   
Registration Fee:   
Meals:

The total cost associated with attending this conference is $\_\_\_\_\_.

Keller and Heckman has been hosting this program for over 15 years and its environmental practice has the reputation of being the leader in regulatory compliance of chemical laws and regulations. A link to the event website is [**here**](https://www.khlaw.com/Chemical-Control-2019).

Please let me know if you have any questions.

Sincerely,

[**Insert Your Signature**]