***Justification Letter***

*Do you need help with putting a case forward to your manager about the value of attending an event like Softlink IC user Group Meeting? We have created a customisable formatted “template” to help. Just copy it onto your organisation’s letterhead and change the event name and details as applicable. Good luck!*

Dear [your manager’s name],

I’d like your permission to attend the 2019 Liberty User Group Meeting. This free event takes place in Melbourne on Thursday the 8th and Friday the 9th of August.

Attending the User Group Meeting will be beneficial for my professional growth, and provide me with a preview of the exciting new features that will be included in the new Liberty release. Specifically, I hope to:

* Be one of the first to learn about the new features.
* Discuss how they can be implemented in our library with Softlink’s specialists.
* Network with other Liberty users from a wide variety of libraries and learn about how they make the most of Liberty’s features and their implemented service deliveries.
* Take advantage of the opportunity to offer our library’s suggestions on additional functionality in future Liberty releases functionality.
* Learn about Softlink IC’s roadmap for the future.
* Discuss new library technologies and predictions with Softlink IC specialists and other attendees.
* Advanced training focused on the new features in the upcoming new release.

Below is an estimated breakdown of costs:

Airfare estimate:   
Hotel & transfer:  
Total investment:

After attending the Liberty User Group Meeting, I will provide a report that will include a summary of what I learned and how the library can take advantage of Liberty’s features to enable us to deliver services that are even more valuable to our library’s users.

Thank you for considering my request and I look forward to your reply,

[your name]