Institute Attendance Justification Letter

<<Date>>

Dear <<Supervisor’s Name>>,

I would like to attend the **UWGB Clerks and Treasures Institute** on July 17-21, 2023, which is held virtually through zoom. Attending this Institute will enable me to attend various educational sessions and give me access to a network of leading industry professionals and other municipal colleagues.

This year’s Clerks and Treasures Institute offers sessions specifically designed for Clerk and Treasurer skill-building, professional development, and enrichment. The Clerks and Treasures Institute is comprised of diversified programming of educational sessions focused on a wide range of topics that include Leadership, Communication, Election Security, Digital Adaptability, Organizational Development, Collaboration, Diversity and Inclusion, and more.

All of these sessions will help the Treasurer and Clerk’s office and our community to stay ahead of a challenging and fluctuating environment. These sessions will provide solutions to many issues that our municipality faces. The ideas, best practices, contacts, and tools I will gain from these courses will save time and money while prioritizing our municipality’s needs. I am committed to sharing knowledge and resources with my office.

With the current economic conditions, I understand we must be very conscientious of where we spend money. Therefore, I have broken down the costs for me to attend this Institute. I have budgeted **<<Total Institute Cost>>** to attend CTI.

I believe attendance at this Institute is a prudent investment in our community’s future.

Sincerely,

<<Your Name>>