# MCI Institute Attendance Justification Letter Example

<<Date>>

Dear <<Supervisor’s Name>>,

I would like to attend the Municipal Clerks of Illinois Institute October 6-10, which is held in-person in Bloomington, Illinois. Attending the 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 Illinois Institute offers sessions specifically designed for clerk skill-building, professional development, and enrichment. The Illinois Institute is comprised of diversified programming of educational sessions focused on a wide range of topics, including leadership, management of records, ordinances and meetings, collaboration, diversity and inclusion and more.

All these sessions will help the 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 Illinois Institute.

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

Sincerely,

<<Your Name>>