

**Justification Letter or Memo to your Director, Supervisor, Company Owner, etc.**

**to attend the 2026 NJ Transportation Conference**

**Copy letter onto your official business letterhead**

**(date)**

**TO: (Supervisor's Name & Title).**

I respectfully request you approve my attendance at the outstanding NJ Transportation Conference, known as TransAction 2026, on April 14, 15, & 16, 2026, in Atlantic City. This conference is so important that it attracts over 900 transportation field attendees from all levels of government (municipal, county, state, and regional agencies) as well as the private sector.

There are more than 80 sessions over the three days and the speakers are experts from around America. Here we get to learn what others are doing right, what went wrong, and speak with them. The presentations are designed to assist those of us in the transportation planning, implementation, and operating fields to help garner funding, to be educated on new and proposed state and federal programs and rules/regulations, and to perform our job more efficiently and effectively. The selected sessions will feature the best, most current information available.

At the NJ TransAction Conference, I will be able to attend several educational and informative sessions that are directly applicable to my work and will allow me to network with a variety of experts and colleagues from around the nation. Conference attendees come from more than 30 states and 3 provinces of Canada, which is extraordinary for a state conference. Each year attendees rate the NJ TransAction Conference the best in the nation for educational experience, dollar value, and time spent. This annual conference includes an expo with more than 120 exhibitors who demonstrate the latest products, services and vehicles in the transportation industry, an added bonus for attending.

The presentations are facilitated by industry experts and colleagues who have faced similar challenges. I chose each of these presentations because it is directly related to an issue we are dealing with currently or may be in the near future. Incidentally, I have only listed some of the seminars that I will attend, including them all would make this memo much too long.

After reviewing the conference workshop sessions, I have identified several educational sessions that will allow me to increase my knowledge and understanding so I may do a better job in these financially trying times.

**(List the key sessions you will attend here)**

I am hereby seeking approval to attend this conference. The registration fee is **\$XXX**, which has held the line for four years and the overnight hotel room rate is a remarkably low \$84 (deeply discounted from \$175 per night for conferees). The conference registration fee also includes continental breakfast for two days, breaks, and some meals.

Sincerely,

**Your Name**