**Sample Justification Letter to Attend** **NAWB The Forum 2026**

Dear <Manager>,

I am writing to request approval to attend **The Forum 2026**, hosted by the National Association of Workforce Boards (NAWB), taking place **March 23–26, 2026, in Las Vegas, NV**. This is the nation’s premier event for workforce development leaders, practitioners, and partners, designed to explore innovations, share best practices, and strengthen the workforce system.

I will participate in my official capacity as <role, title> and intend to take full advantage of the learning and networking opportunities.

**Benefits to my role and our organization:**

* **Educational sessions:** I will gain actionable insights on the latest strategies and tools in areas such as workforce innovation, federal policy, skills-based hiring, business engagement, technology solutions, and data-driven practices.
* **Networking:** I will connect with workforce leaders, policymakers, employers, and educators from across the country to share best practices and expand our organization’s partnerships.
* **Hands-on learning:** The Forum includes workshops, master classes, and interactive sessions that allow for deeper skill-building and problem-solving.

**Examples of sessions relevant to my work include:**

* [Insert sessions of interest once the agenda is released]
These sessions will provide immediately applicable knowledge that I can bring back to advance <specific projects/initiatives your organization is working on>.

**Cost Estimate**

* Registration: $[amount]
* Travel: $[amount]
* Lodging: $[amount]
* Other (meals, transportation): $[amount]

**Total Estimated Cost:** $[amount]

For more information about the event, please visit: https://www.nawb.org/lp/the-forum-2026/

I believe my attendance at NAWB The Forum 2026 will provide significant value to our organization through the knowledge, partnerships, and strategies I will bring back to the team. Thank you for considering my request.

Sincerely,
<Your Name>
<Your Title>