## Justification Letter Template

Subject: Request for Approval to Attend IEEE PES T&D Conference & Exposition

Dear *[Decision Maker’s Name],*

I am writing to request approval to attend the [IEEE PES T&D](https://ieeet-d.org/) Conference & Exposition, taking place 4–7 May 2026 in Chicago, Illinois. As the industry’s largest and most comprehensive event in the power and energy sector, IEEE PES T&D offers unparalleled opportunities to expand my knowledge, explore innovative solutions, and bring back strategies that directly support our organization’s goals.

Key benefits of my attendance include:

* **Technical Learning**: Access to [Education Sessions,](https://ieeet-d.org/program-special-events/technical-program/) [Super Sessions](https://ieeet-d.org/program-special-events/technical-program/super-sessions/), and [Tutorials](https://ieeet-d.org/program-special-events/technical-program/tutorials/) led by industry experts and peers who have faced similar challenges, addressing today’s most urgent topics such as grid modernization, resilience, renewable integration, and
* **Innovation Discovery**: Exposure to the latest technologies and solutions from an anticipated [800 exhibitors](https://td26.mapyourshow.com/8_0/explore/exhibitor-gallery.cfm?featured=false) on the largest show floor in the industry.
* **Professional Development**: Opportunities to expand my technical expertise, apply best practices to our ongoing projects (such as *[insert relevant project]),* and stay ahead of industry trends.
* **Networking**: Direct connections with customers, utilities, manufacturers, researchers, and thought leaders—fostering collaboration and creating business opportunities.

Estimated Costs:

* Registration Fee: $[*Insert amount*] *[Registration options can be found* [**here**]](https://ieeet-d.org/registration-info/)
* Airfare: $*[Insert amount]*
* Hotel: $*[Insert amount]*
* Ground transportation: $*[Insert amount]*
* Meals/Per Diem: $*[Insert amount]*
* Total Estimated Cost: $*[Insert amount]*

Upon my return, I will provide a post-event report and/or presentation summarizing key takeaways, new customer contacts, and actionable strategies. This will ensure the value of my participation extends across our team, supporting both short-term priorities and long-term strategic initiatives such as [*insert goals: grid modernization, digitalization, workforce development, etc.]*.

I believe that attending IEEE PES T&D 2026 represents a strategic investment in my professional development and will deliver measurable value to our organization. I respectfully request your approval and look forward to discussing how this opportunity aligns with our current objectives.

Thank you for your consideration.

Sincerely,
*[Your Name]
[Your Title/Role]*