[insert month day, 2017]

JUSTIFICATION LETTER FOR TRAINING APPROVAL

SUBJECT: Approval for Attendance to the Deaf in Government (DIG) One Day Seminar (ODS).

I am requesting support to attend the 2017 One Day Seminar. My attending this conference will greatly benefit not only myself but also [name of your organization/agency] because the trainings at this conference will enable me to become a more productive worker and a more valuable asset to [name of your organization/agency].

The One Day Seminar (ODS) will take place on May 18, 2017 in Washington, D.C. ODS is specifically tailored for deaf, deaf-blind, late-deaf, hard of hearing and hearing federal and state government employees. Due to the number of diverse attendees in this training, it will give me the ability to network with different individuals from multiple agencies and governments and collect ideas/solutions for best practices to bring back to my agency regarding diversity, reasonable accommodations, and improving the workplace environment/culture. Furthermore, since interpreters, captioning, and other support services are provided for ODS, there are no additional costs for support services needed from the agency. With this design, the information I receive is directly accessible and beneficial.

ODS offers a variety of training workshops for federal and state government employees that covers three main themes: Aspire, Adapt, and Advocate. Each of the workshops is intended to help federal and state government deaf and hard of hearing employees build and improve their professional and leadership skills. The first theme, Aspire, focuses on how employees can achieve their professional goals within their career and take on leadership roles within their team and agency. The second theme, Adapt, discusses the need for employees to be flexible in their workplace environment and provides tips for employees on how to adjust to an evolving workplace. The final theme, Advocate, provides details on how employees can empower themselves within their career and/or team by ensuring they receive the accommodation(s) and training they need to accomplish their daily work duties and advance within their career. This training is essential to meeting my Individualized Development Plan (IDP) to build and improve my current leadership skills, successfully advance in my career, and enhance my performance on behalf of [name of your organization/agency].

 The ODS registration fee is $10, which includes all workshops and lunch. Additional costs will be transportation from here to the conference location in Phoenix, ([insert total cost for M&IE] for M&IE, [insert total cost for transportation method] for [insert type of transportation you are taking]), and the cost of a hotel room ([insert cost of hotel] per night plus tax for [insert total # of nights] nights, or approximately [insert total hotel cost]).

 Sincerely,

 [Your name]