**Justification Letter to Attend MISMO’s 2023 Fall Summit**

**Directions**: Copy and paste this text into an email to your supervisor to request approval to attend this important industry forum. Be sure to complete the business challenge and pricing section to apply to you specifically.

**Subject line:** Request for training

I’m writing to ask for approval to attend MISMO’s Fall Summit, held September 18-21 in Washington, D.C. This conference will include panel discussions and working group sessions focused on some of the most pressing topics in the mortgage finance industry. Here is a link to the conference website: <https://www.mismo.org/events-education/mismo-summit->

In addition to panel presentations and discussions, a series of workgroup meetings will be held throughout the Summit on [insert topic] [insert topic]. The conference also includes networking opportunities with peers facing shared challenges. This is a great opportunity to learn more about trends and best practices from across the industry.

In particular, I’d like to focus on finding takeaways that could help solve these business challenges:

* [add business challenge] *List the top 3 things you’d like to learn!*
* [add business challenge]
* [add business challenge]

Here’s an approximate breakdown of associated event costs:

Airfare: $

Transportation (between airport and hotel): $

Hotel:

Meals:

Registration Fee (check website for current price): $

Total: $

Regards,

[Insert name]

Thanks to Our Sponsors

**Gold Level Sponsors**

********

**Bronze Level Sponsors**







******

******