### Justification Letter

Convince your manager! Use our copy below to help make your case to attend the Possible 2023.   
Simply copy and paste the sample letter and customize it to meet your needs. <*Delete this part*>

Dear <Manager/Supervisor>,

I would like your approval to attend the upcoming Teradata Possible event held on <dates>, in <city> at the <hotel name>.

Teradata Possible is the premier gathering for analytics and data professionals seeking to innovate faster, scale smarter, and grow better with AI/ML, data, and cloud. Each year’s agenda focuses on trending topics in cloud-based analytics and data management. Industry leaders from around the world share how they are using data and analytics to drive business growth — insights that are very relevant to my job and key to solving our business challenges and staying ahead.

The agenda is packed with speakers, strategy sessions, technical training, and networking opportunities. The opportunity to learn from thought leaders and share ideas with colleagues who share similar experiences could be invaluable to our organization. Please check out the event website at [www.teradata.com/possible](http://www.teradata.com/possible).

Below is a breakdown of the costs to attend the conference. The total anticipated cost is <fill in the blank>. Conference fee: $995 (includes training and certification sessions)

* Airfare/mileage:
* Transportation to/from hotel:
* Hotel:
* Meals:
* **Total:**

Thank you for considering my participation in Possible 2023. I am confident you will see this as a worthwhile investment. It is an opportunity for me to attend valuable educational sessions, gain specific industry knowledge, network with industry colleagues, and meet the keynote speaker.   
I am committed to making the most of the experience in order to l benefit our organization and promote growth and new ideas.

Sincerely,

<Insert your name here>