**2022 LinkSquares Customer Event—Justification Letter**

**Please customize.**

Dear <Insert supervisor’s name>,

I would like to request your approval to attend an invitation-only customer event being held by LinkSquares, our contract management vendor, in Boston from October 3-5. The event will provide excellent professional development opportunities, including tailored product training, access to LinkSquares executives, and networking with fellow customers.

Here’s what makes attending the LinkSquares customer event such a valuable investment:

1. **The right subject matter.** Event sessions will include LinkSquares-led training to explore product and use case best practices to help us drive additional value from the platform; a discussion of the LinkSquares product roadmap with an opportunity for me to provide input; …

2. **Expert presenters.** I will hear directly from LinkSquares executives, key product managers, and fellow, marquee customers, all of whom are industry leaders and able to provide insight into both LinkSquares and the legal and legal technology space.

3. **Unparalleled networking.** Drawing top tier customers across all industries and verticals, this event will provide the chance to exchange ideas and share experiences with fellow LinkSquares users from across the country.

4. **CLE credit.** I will have the chance to secure at least one CLE credit to help fulfill my state professional development requirement.

The cost to attend the event is negligible and will only include my flights and any personal incidentals. LinkSquares will cover nearly every other cost, including all meals and post-session activities. They will also provide an Uber credit to cover the cost of transportation to and from the airport.

I truly believe that the LinkSquares customer event will be an excellent use of my time and provide exceptional return on investment and I look forward to sharing the new ideas and key takeaways with the team to help grow our success.Thank you for your consideration.

Best regards,

<your signature>