[Your Name]  
[Your Title/Position]  
[Company Name]  
[Company Address]  
[Date]

[Supervisor's Name]  
[Supervisor's Title/Position]  
[Company Name]  
[Company Address]

Subject: Justification for Attendance at CPB Canada IGNITE 2023 Conference

Dear [Supervisor's Name],

I hope this letter finds you in good health and high spirits. I am writing to formally request your approval for my attendance at the CPB Canada IGNITE 2023 Conference, held from September **19th to 22nd, 2023,** at **Delta Hotels by Marriott Toronto Airport & Conference Centre** in **Toronto, Ontario.**

The IGNITE conference is recognized as one of the premier events in our industry, specifically tailored for professional bookkeepers and accountants like myself. This conference offers a unique opportunity to enhance my professional development and gain valuable insights into the latest trends, techniques, and best practices in bookkeeping. By participating in this conference, I will have the chance to learn from industry experts, network with peers, and gain valuable knowledge that can directly benefit our company.

Here are a few key reasons why my attendance at CPB Canada IGNITE 2023 is essential:

**Professional Development:** The conference agenda features a wide range of workshops, panel discussions, and keynote sessions, all designed to address the most pressing challenges and opportunities in bookkeeping. I can enhance my skills by attending these sessions, staying current with industry standards, and bringing new ideas and strategies to our organization.

**Networking Opportunities:** The conference will bring together professionals from various industry sectors, including renowned experts, thought leaders, and fellow bookkeepers and accountants. Building a strong professional network is crucial for our company's growth, and by participating in this event, I will have the chance to establish new connections, share experiences, and collaborate with peers who may become valuable resources in the future.

**Industry Insights:** IGNITE 2023 will feature sessions on emerging technologies, regulatory updates, and industry trends directly impacting our bookkeeper work. By attending these sessions, I will gain valuable insights into the evolving landscape of our industry, enabling me to stay ahead of the curve and make informed decisions that positively impact our company's financial operations.

**Continued Professional Development**: Attending the IGNITE conference will allow me to earn valuable continuing professional education (CPD) credits required for maintaining my professional certification. By fulfilling these CPD requirements, I can ensure that I meet the standards to provide our clients with the highest level of service and contribute effectively to our organization's success.

Considering the significant benefits that attending CPB Canada IGNITE 2023 can bring to both my professional growth and our company's success, I request your support in approving my participation in this conference. The estimated cost of attending the conference, including registration fees, travel expenses, accommodation, and meals, is **[see cost breakdown below]**.

Rest assured, I am committed to ensuring that my absence from the office during the conference period will have a minimal impact on our operations. I will proactively coordinate with my colleagues to delegate tasks and responsibilities and promptly provide updates on ongoing projects to ensure a smooth workflow during my absence.

Thank you for considering my request. Attending CPB Canada IGNITE 2023 will be a valuable investment in my professional growth and benefit our company in the long run. The knowledge and insights gained from this conference will contribute significantly to our organization's success.

I am more than willing to discuss this further or address any concerns you may have. Please let me know if any additional information is required to facilitate the approval process.

Thank you for your time and consideration.

Sincerely,

[Your Name]

**Registration Fee**Full Member Registration Fee - $775 + Tax  
Full Non-Member Registration Fee - $935+ Tax

Member Virtual Lite (Online only) - $399 + Tax  
Non-Member Virtual Lite (Online only) - $449+ Tax

**Accommodation**  
Hotel Conference Rate at Delta Hotels by Marriott Toronto Airport & Conference Centre  
$159 per night + Applicable taxes and fees