Keystone Nonprofit Conference 2025

Sample Letter of Justification

**[Date]**

Dear **[supervisor]**,

I’m writing to secure approval and funding to attend The Nonprofit Partnership’s 24th annual conference, Keystone Nonprofit Conference, on Tuesday, October 28 and Wednesday, October 29 in Erie, PA.

KeyCon is the premier nonprofit conference in the region, featuring more than 20 educational breakout sessions and two keynotes. Attending the conference is a great way for me to keep up to date on new developments in **[field]** and hone new skills in **[area]**. Plus, it’s a great opportunity to network with colleagues and experts from across the region.

After reviewing the conference schedule at TheKeyCon.org, I’ve identified several sessions that will equip me with tools and knowledge in **[area]** that could be applied to **[project(s) you are responsible for]**.

**[Insert a list of the sessions that you plan to attend, with descriptions.]**

Thefull price of my KeyCon ticket is just **[cost]** when I register by **[date].**

When you compare the price of a KeyCon ticket to that of another conference, it is easy to see what an excellent value it is. For your reference, here are the ticket prices at a handful of other nonprofit conferences:

* Association of Fundraising Professional - LEAD: $1,599-1,999
* Nonprofit Storytelling Conference: $1,495-2,195
* The Nonprofit Innovation & Optimization Summit: $1,495

After reviewing my session choices, I hope you agree that my attendance at KeyCon is an excellent investment for **[your organization]**.

Sincerely,

**[name]**