**JUSTIFICATION LETTER TEMPLATE – IAAO Emerging Leadership Summit**

Dear (Manager’s Name),

I would like to attend the International Association of Assessing Officers (IAAO) Emerging Leadership Summit in Washington D.C on May 30-31st. This inaugural 2-day event will give me an opportunity to learn best practices in guiding and managing the performance of assessment-related governance and to make valuable connections with industry experts and peers from around the world.

For many decades, IAAO has served as the premier organization for the education and professional development of personnel engaged in property tax assessment, administration and tax policy. IAAO promotes research and innovation in the assessment and tax policy profession and has established the highest standards for the education and ethical conduct of its members.

The Emerging Leadership Summit’s primary focus is helping attendees in becoming dynamic valuation office leaders. There is an Interactive Leadership Skills Workshop entitled *Developing Credibility through Communication* kicking off this event. The summit will also explore emerging technology and economic trends influencing universal valuation practices, multifaceted leadership tools, increased professional development strategies while highlighting property valuation and land administration leadership initiatives worldwide.

Summit speakers are diverse groundbreakers who have deep ties to land administration and government administration making this is a great opportunity to learn from their experiences and to connect with same-minded colleagues.

Attendance at the summit will provide resources to further my professional qualifications and an opportunity to explore earning IAAO’s new Mass Appraisal Specialist (MAS) professional designation. Additionally, I will submit a report post-conference that will include key takeaways and a set of recommended actions.

Thank you for considering this request. I look forward to your reply.

Sincerely,

(Name)

(Title)