

JUSTIFICATION LETTER

Attending the Versaterm IPro Users Conference

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RE: Versaterm IPro Users Conference Request

[Supervisor Title & Name],

I am writing to request your approval to attend the 2026 Versaterm IPro Users Conference on August 30, 2026 – September 4 in Phoenix, Arizona. This important event brings together an unmatched educational program to gain key insights from our peers and the experts at Versaterm on their Professional Standards solutions. This knowledge will help us serve our community and its members better.

400+ public safety professionals attend Versaterm’s conference to learn from their peers, share insights and attend training workshops.

Attending this event gives us access to important updates that will empower us to optimize our existing products. It spans three full days, featuring a diverse range of training opportunities, including expert-led breakout sessions, user-oriented presentations and invaluable insights into Versaterm's product roadmap. This year, they are offering an expanded pre-event Professional Standards Training Course for those who are interested.

By engaging directly with Versaterm’s developers and support team, I’ll have the chance to pose detailed technical questions and discuss our specific needs.

Our communities continue to expect more from us each day, and this is an opportunity for us to enhance our capabilities and leverage our resources effectively. Attending this event would allow us to stay ahead of the curve and maximize our potential. To this point, my focus at the Versaterm IPro Users Conference will be on solutions for these areas: [initiative, project, goal]

- [initiative, project, goal]
- [initiative, project, goal]
- [initiative, project, goal]

Below is an estimated cost breakdown for the entire event:

Registration	Airfare/Travel	Transportation	Hotel	Meals	Total
\$	\$	\$	\$	\$	\$

When I return from the conference, I will share my key takeaways with the team that will help our agency in the ever-changing public safety environment.

Thank you for your consideration.

Sincerely,

[Your Name]

Versaterm IPro
Users Conference

August 30-September 4
Phoenix, AZ