

Justification Letter Template

2026 CHEMTREC International Hazmat Summit

Subject: Request for Approval to Attend 2026 CHEMTREC International Hazmat Summit

Dear [Insert Supervisor/Manager Name],

I hope this message finds you well.

I am writing to request approval to attend the 2026 CHEMTREC International Hazmat Summit (CIHS), scheduled for September 21 - 23 in Nashville, Tennessee.

Hosted by CHEMTREC, an industry leader in emergency hazmat response since 1971, this biennial summit brings together professionals from across the field to promote collaboration, strengthen partnerships, and streamline processes that enhance both safety and productivity. The 2026 event marks the fourth installment of this highly regarded gathering.

Attending the CIHS would provide me with the opportunity to:

- Deepen my understanding of hazmat protocols and best practices
- Participate in a two-track program with over 25 technical sessions to choose from
- Gain actionable insights to help improve processes and outcomes at [Insert Company Name]
- Network with industry peers, partners, and thought leaders

The full registration fee for the 3-day summit is [Insert Cost], offering excellent value for a comprehensive experience that includes all meals and continuing education credits. Estimated travel expenses include airfare at [Insert Cost] and hotel accommodations at [Insert Cost].

To give you a sense of the value and impact of this event, I've [included a link](#) to the official 2024 CHEMTREC International Hazmat Summit recap video. This short video showcases the caliber of speakers, technical sessions, and networking opportunities that previous attendees experienced.

I believe this summit will be a valuable investment in my professional development and will directly benefit our team's goals. Thank you for considering my request and I'd be happy to discuss further or provide additional details.

Best regards,
[Your Name]