



DEMA SHOW
november 11–14, 2025 • orlando, fl

Justification Letter Template

[DATE]

Dear [SUPERVISOR NAME],

Registration is now open for **DEMA Show 2025**, and I am interested in attending on behalf of [COMPANY/ORGANIZATION]. I would like your approval to attend this event in Orlando, Florida, November 11—14, 2025. DEMA Show offers an exceptional opportunity for us to connect with industry leaders, explore the latest advancements in diving, travel, and action water sports, and forge valuable connections. Participating in this event will provide me with insights into emerging trends, networking opportunities with key stakeholders, and knowledge that will greatly benefit our company's goals and initiatives.

DEMA Show is the largest trade-only event in our industry, serving as a premier resource and comprehensive showcase of the latest technologies, products, and services.

I am eager to apply the insights I will gain from DEMA Show to projects I am currently working on, such as [PROJECT NAME], and I commit to providing a report of relevant learnings to share with our staff. Below are the education opportunities that will have the most significant impact on our organization:

- **Session 1:** Insert the name of the session here.
- **Session 2:** Insert the name of the session here.
- **Session 3:** Insert the name of the session here.

Attending this event will also empower me to grow as a professional, provide me with new perspectives, and enhance my skill set. Three specific goals I aim to achieve by attending DEMA Show are:

- **Goal 1:** Explain your goal here.
- **Goal 2:** Explain your goal here.
- **Goal 3:** Explain your goal here.

For your reference, I have outlined a budget distribution for attending.

- **Registration Fee:** [INSERT COST]
- **Airfare/Travel:** [INSERT COST]
- **Hotel:** [INSERT COST]
- **Additional Expenses:** [INSERT COSTS]
- **Early Bird Discounts/Promotions:** [INSERT SAVINGS]

- **What's Included with Registration:** [List What's Included with the selected registration package]
- **Approximate Total:** [CALCULATE TOTAL COST]

To ensure this experience benefits our team, I will prepare a brief write-up or presentation upon my return to share what I have learned. I will also create an action plan incorporating the tools, resources, and strategies discovered for immediate implementation.

To learn more about DEMA Show 2025, visit demashow.com. Thank you for considering my request. I am available to discuss this opportunity further at your convenience. Please feel free to reach out to me with any questions or concerns.

Sincerely,

[YOUR NAME/TITLE/DEPARTMENT]