



Sample Justification Letter

Dear <Supervisor's Name>,

I am requesting to attend Advance CTE's exclusive invitation-only event, [CTE Unlocked: A Summit to Shape the Future of the Skilled Workforce](#), at the Sheraton New Orleans Hotel in New Orleans, Louisiana, on October 6-8, 2025. Advance CTE is the national [non-profit organization](#) that has supported state Career Technical Education (CTE) professionals for over a century through professional development, technical assistance, and federal advocacy for CTE funding. Advance CTE hosts a Summit every five years to co-create the next shared vision for the future of CTE, marking the *CTE Unlocked Summit* its fourth national Summit. The *CTE Unlocked Summit* will bring together 250 state leaders, thought partners from national organizations representing Career Technical Education (CTE), education, workforce development, business and industry leaders, practitioners from across the CTE continuum, the philanthropic community, and learners.

At this event, I will:

- Collaborate with state and national leaders to assess progress made since the last national CTE vision (2020) and examine current challenges and opportunities in the field.
- Participate in interactive sessions to design bold, future-facing activities that reflect what an optimal CTE experience could look like for learners and systems.
- Engage in structured conversations to identify shared priorities, innovations, and actionable strategies to shape the next collective vision for CTE.
- Explore emerging innovations and promising practices that states and local systems can adopt now to begin building toward a more accessible, learner-centered CTE ecosystem.
- Contribute to the development of a collaborative vision that captures shared aspirations, commitments, and next steps for the future of CTE.

Registration for the conference is entirely free. Registration includes all educational sessions and keynote addresses during the conference, three meals and a reception, and access to representatives from secondary, postsecondary, and workforce CTE teams from across the country, and national CTE experts. A [preliminary agenda](#) and [FAQ](#) are enclosed.

Here is the breakdown of conference costs:

Airfare: <\$xxx>

Meals: <\$xxx>

Transportation: <\$xxx>

Conference Fee: \$0

Hotel: <\$xxx>

Total: <\$xxx>

My attendance at this event would bring valuable knowledge and connections back to our state, helping to create a more cohesive and accessible Career Technical Education system for our learners and workforce. Thank you for your consideration.

Sincerely,

<Your Name here>