

Customizable Justification Letter Template

To: [Supervisor Name]

From: [Your Name]

Date: [Date]

Subject: Justification to Attend SQF Unites 2026, March 9-12, 2026, in St. Louis

Purpose of Request

I am requesting approval to attend SQF Unites 2026, the official annual conference for SQF-certified sites, practitioners, auditors, and food safety leaders. With the rollout of SQF Code Edition 10, this event represents a timely and cost-effective investment in ensuring our organization remains compliant, audit-ready, and aligned with evolving food safety expectations.

This event is not a theoretical conference. It is the official gathering of the global SQF community, bringing together SQF practitioners, auditors, certification bodies, technical experts, and industry peers who are actively implementing and auditing against the SQF Code. Attendance provides direct access to authoritative guidance, shared best practices, and practical interpretation of Edition 10 requirements, reducing risk, rework, and uncertainty at the site level.

Why This Conference Matters Now

SQF Code Edition 10 introduces substantive updates that directly affect how sites manage change, measure food safety culture, assign accountability, and demonstrate continuous improvement. These updates go beyond documentation and require practical implementation across leadership, operations, and food safety systems. SQF Unites 2026 provides authoritative guidance on these requirements, including interpretation of intent, examples of acceptable implementation, and insight into common audit challenges.

Accelerated Edition 10 Readiness

SQF Unites 2026 delivers targeted education on Edition 10 updates, including formal change management, enhanced food safety culture expectations, risk-based thinking, and system performance measurement. Sessions are designed to translate Code language into operational actions your team can apply immediately, shortening learning curves and improving audit readiness.

Reduced Compliance Risk

Misinterpretation of new requirements can lead to nonconformances, corrective actions, and audit delays. By engaging directly with SQF experts and experienced practitioners, attendees gain clarity on intent, expectations, and acceptable implementation approaches—helping your organization avoid costly missteps.

Practical Tools and Real-World Examples

Educational sessions emphasize applied learning, not theory. Attendees leave with templates, frameworks, and examples drawn from real facilities across multiple sectors and sizes. These resources can be adapted across sites, improving consistency and strengthening your overall food safety management system.

Direct Value to Our Organization

Attendance would deliver immediate value in several key areas. First, it would accelerate readiness for Edition 10 by providing clear, practical direction on how to operationalize new requirements such as formal change management and food safety culture assessment. This reduces the risk of misinterpretation, nonconformances, corrective actions, and potential audit delays.

Second, the conference emphasizes applied learning, offering tools, templates, and real-world case examples that can be adapted directly to our sites and shared across teams.

Efficient Professional Development

Sending team members to SQF Unites consolidates training, benchmarking, and peer learning into a single investment. Instead of fragmented webinars or one-off courses, your organization benefits from a comprehensive, immersive experience aligned directly with SQF expectations.

Strengthening Food Safety Culture and Accountability

Beyond technical compliance, SQF Unites places strong emphasis on leadership engagement, accountability, and performance measurement. These focus areas align closely with the enhanced expectations in Edition 10 and support long-term system maturity. Participation would help reinforce a proactive food safety culture that meets both audit and business expectations.

Peer Benchmarking and Industry Insight

The value of SQF Unites extends beyond formal sessions. Informal conversations with peers facing similar challenges provide insight into how other organizations are approaching Edition 10, staffing, technology, and continuous improvement—context that cannot be gained from written guidance alone.

Strategic Timing

With Edition 10 implementation underway, now is the critical window to prepare, align teams, and build confidence ahead of upcoming audits. SQF Unites 2026 offers timely, authoritative guidance in a single setting—making it a prudent and cost-effective investment in compliance, capability, and operational excellence.

Bottom Line

Attendance at SQF Unites 2026 directly supports audit readiness, reduces compliance risk, strengthens food safety culture, and equips our team with practical tools to successfully implement SQF Code Edition 10 across our site.

Given the timing of Edition 10 implementation and upcoming audit cycles, attending SQF Unites 2026 would proactively position our organization to manage change effectively, reduce compliance risk, and strengthen overall system performance. I believe approval to attend represents a prudent investment in compliance readiness, operational excellence, and continuous improvement.

I appreciate your consideration and welcome the opportunity to discuss how this aligns with our current priorities and objectives.