

To: _____

Date: _____

Subject: Attending the Greenbuild International Conference + Expo

I am requesting your approval to attend the Greenbuild International Conference + Expo taking place September 21-23, 2021 in San Diego, CA. As the largest gathering of green building and sustainability professionals, Greenbuild is the one event where I can gain all of the key information needed to expand my role, our business and thrive professionally. I'll have access to industry experts from around the world who will help me grow my knowledge base and increase our productivity. I will be able to secure the continuing education needed to ensure cutting-edge skills and practical knowledge that will impact my day-to-day work moving forward.

I'll be able to choose from more than 100 education sessions to attend live, tailoring my schedule to attend the classes that are directly applicable to my work. During session breaks, I'll have the opportunity to network with a variety of green building experts and colleagues who have faced similar challenges. I chose each presentation because it directly relates to an issue we currently face. Best of all, my pass will allow me to view additional sessions on demand after the conference, providing even more value.

In addition to the education sessions, Greenbuild features the largest exhibition in the US where I can identify new technology, top products, potential partners and customers that could lead to new business.

I plan to achieve the following three objections at Greenbuild:

Objective 1: _____

Objective 2: _____

Objective 3: _____

I am seeking approval for registration fees, travel expenses to the conference and hotel accommodations during the event. A detailed cost breakdown is included below.

Registration Fee:	\$
Airfare:	\$
Hotel:	\$
Meals:	\$
Other Expenses:	\$
Total Greenbuild Costs:	\$

Attending Greenbuild will have huge value for me and our company. Please let me know if you have any questions and thanks in advance for your support.

Sincerely,
