

To: _____

Date: _____

Subject: Attending the Virtual Greenbuild International Conference + Expo

I am requesting your approval to attend the Greenbuild International Conference + Expo virtually. 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 via an interactive virtual platform, 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 on demand, 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. My pass will allow me to view the full roster of sessions on demand for 60 days, providing incredible value. Plus, keynotes are live streamed directly from the show.

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. All exhibitors are available via the virtual platform for meetings and video conferences.

I plan to achieve the following three objections at Greenbuild Virtual:

Objective 1: _____

Objective 2: _____

Objective 3: _____

I am seeking approval for my registration fee of \$_____. Since there is no travel, hotel or meals required, this is a significant savings over prior years, with a greatly reduced carbon footprint.

Attending Greenbuild Virtual 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,
