

SAMPLE ATTENDANCE LETTER

Dear [ENTER MANAGER'S NAME],

I would like your approval to attend the 2018 AASHE Conference and Expo in Pittsburgh, Pennsylvania from October 2 - 5, 2018. This event is designed to educate sustainability professionals on crucial industry topics, foster business exchange and provide networking opportunities I need to be successful in my job.

For the past several years, participants have given the AASHE conference education and event experience A+ ratings. By attending, I'll gain access to the world's largest community of sustainability professionals and be able to share not only best practices, but next-practices so we can learn from each other and improve the way we work.

While attending, I'll be able to meet and network with peers focused on implementing sustainability programs as well as suppliers representing all aspects of the sustainability industry. Between the content presented in approximately 400 sessions, professional workshops and keynotes, I plan to strengthen my skills in [X], [Y] and [Z], and walk away knowing how to:

- Goal 1
- Goal 2
- Goal 3

The 2018 AASHE Conference and Expo will cover the following topics that are relevant to my work:

- Topic 1 and why it matters
- Topic 2 and why it matters
- Topic 3 and why it matters

I'm confident that my attendance will directly influence the quality of my work on [PROJECT NAME]. When I get back, I'll share takeaways with our team, including ones we can implement immediately and ones that will help us strategically achieve our group goals.

Here is the approximate cost of attending:

- Airfare/travel: [IF APPLICABLE, \$]
- Hotel: [IF APPLICABLE, \$]
- Event registration: [\$ AMOUNT]
- Total: [\$ AMOUNT]

The earlier I register, the cheaper it will be, as I'll be able to take advantage of booking in the conference hotel room block and discounted registration. You can read more about the AASHE conference at conference.aashe.org.

Thank you for taking the time to review this request. I'm looking forward to hearing from you.

Best,

[YOUR NAME]