**SAMPLE ATTENDANCE LETTER**

Dear [ENTER MANAGER’S NAME],

I would like your approval to attend the 2020 AASHE Sustainability Impact Accelerator and Professional Retreat. This is an intensive, small group leadership development workshop designed to advance the capacities and effectiveness of sustainability professionals.

I have chosen this professional development opportunity as I believe it will support my success in delivering on organization sustainability mission, responsibilities and goals. It is also one of the most cost-effective professional development opportunities in the sustainability leadership space and it has been highly rated by past participants, achieving an average participant evaluation of 4.7/5 in 2019.

By attending, I’ll gain access to best in class sustainability leadership faculty. I will be supported to work on my own specific projects, advancing my skills in stakeholder engagement, business model development and innovation through a variety of activities and applied working sessions. While attending, I’ll be able to meet and network with peers focused on implementing sustainability programs across all aspects of the sustainability field.

Between the content presented by the Harvard faculty and other leaders, the professional exchanges with peers, and the deeper dive activities, I plan to strengthen my skills in [X], [Y] and [Z], and walk away knowing how to:

* Goal 1
* Goal 2
* Goal 3

The 2020 AASHE Sustainability Impact Accelerator and Professional Retreat 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 also confident that my attendance will directly **accelerate progress and success** in relation to my work on [PROJECT NAME] as I will be able to access **targeted support through small group coaching, mapping processes & expert faculty.**

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 wider organizational goals.

Here is the approximate cost of attending:

* Airfare/travel: [IF APPLICABLE, $]
* Event Housing: $300 (for three nights. Additional nights $100 each)
* Event registration: $595 (AASHE members), $695 (AASHE non-members) – Includes meals
* Total: $895 plus transportation.

The earlier I register, the cheaper it will be, as I’ll be able to take advantage of booking in the lower cost transportation. You can read more about the event at https://www.aashe.org/calendar/sustainability-professionals-retreat-2020/.

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

Sincerely,

[YOUR NAME]