**SAMPLE ATTENDANCE LETTER**

Dear [ENTER MANAGER’S NAME],

I would like your approval to attend the virtual Global Conference on Sustainability in Higher Education from October 20 - 22, 2020. 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 – all remotely to save on overall costs. 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 50+ live sessions and 400+ on-demand sessions, I plan to strengthen my skills in [X], [Y] and [Z], and walk away knowing how to:

* Goal 1
* Goal 2
* Goal 3

The Global Conference on Sustainability in Higher Education 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]. After the event, I’ll share takeaways with our team, including ones we can implement immediately and ones that will help us strategically achieve our group goals.

The approximate cost of attending is [$ AMOUNT].

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.

Sincerely,

[YOUR NAME]