**JUSTIFICATION LETTER**

To:

From:

Re: Request for Approval: **Circularity 22 conference**

I would like to attend the [Circularity 22](https://events.greenbiz.com/events/circularity/atlanta/2022?utm_medium=gb-site&utm_source=justification-letter&utm_campaign=c22&utm_content=-live-) conference, taking place May 17-19, 2022 in Atlanta, Georgia.

Circularity 22 is the leading convening of professionals building the circular economy. With an audience of more than 850 sustainability professionals, the event offers informative keynotes, breakout sessions, and networking opportunities geared toward catalyzing systems change and accelerating the circular economy.

The conference will feature more than 50 sessions across six program tracks - Business Innovation & Strategy, Next-Gen Products & Packaging, Resilient Supply Chains, Policy & Infrastructure, Bio-Based Solutions, and Stakeholders & Storytelling.

Some of the benefits I expect to get from participating in Circularity 22 are:

1. Getting up to speed on the latest trends impacting the transition to a circular economy
2. Engage in strategic networking with peers and customers across industries and sectors
3. Learning about emerging market-ready products and services

Here is an approximate breakdown of the cost of attending. If I register by [Enter current rate expire date] we will save [enter dollar amount].

Registration:

Airfare:

Transportation:

Hotel:

Meals:

Total:

Since Circularity 22 offers learning and networking opportunities across so many different departments and functions, it would be a great opportunity for our company to send a team at a [discounted rate](https://events.greenbiz.com/events/circularity/atlanta/2022/registration?utm_medium=gb-site&utm_source=justification-letter&utm_campaign=c22&utm_content=-live-) to all get aligned on the latest trends and best strategy for our company. **Groups of two or three can register with a 20% discount and groups of four or more can register with a 30% discount.**

I will submit a trip report post-event that will include a brief summary of the conference and my learnings. I’d also be happy to share relevant information with other staff members and departments.

Thank you for your consideration, and I look forward to your reply.