**Budget Approval Resource: Circularity 2025 Conference**

To:

From:

Re: Request for Approval: Circularity conference

Dear [Manager’s Name],

I would like to attend the [**Circularity**](https://trellis.net/events/circularity/?utm_medium=gb-site&utm_source=justification-letter&utm_campaign=c25&utm_content=-live-) conference, taking place April 29 - May 1, 2025, in Denver, CO.

Circularity is the premier gathering of professionals advancing solutions for the circular economy. By participating, I will have the opportunity to form valuable connections with more than 1,500 leaders in the circularity community that will equip me with the ability to build partnerships and knowledge necessary to accelerate our organization’s circular economy goals.

The conference will feature more than 200 speakers and 100 sessions across six tracks, with design, climate, justice, metrics and collaboration as cross-cutting themes: Business Evolution, Enabling Policies, Material & Product Innovation, Stakeholders & Social Impact, Supply Chain Transformation and Financing the Transition.

Key benefits I expect to gain from participating in Circularity are:

1. Access to cutting-edge trends shaping the transition to a circular economy and how they directly impact our business.
2. Engage in strategic networking opportunities with peers and potential collaborators across diverse industries.
3. Gain insights into 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:

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 considering my request. I’m confident that attending Circularity will greatly contribute to advancing our sustainability efforts and provide valuable insights for our team. I look forward to your approval and any further discussion.