**JUSTIFICATION LETTER**

To:

From:

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

I would like to attend the [GreenBiz 22](https://events.greenbiz.com/events/greenbiz/scottsdale/2022?utm_medium=gb-site&utm_source=justification-letter&utm_campaign=gb22&utm_content=-live-) conference, February 15-17, 2022 in Scottsdale, Arizona.

GreenBiz 22 is the premier annual event for sustainable business leaders. The event will convene more than 1,000 professionals including executives from the private, public and nonprofit sectors.

The conference features more than 60 sessions across [seven program tracks](https://events.greenbiz.com/events/greenbiz/scottsdale/2022/program?utm_medium=gb-site&utm_source=justification-letter&utm_campaign=gb22&utm_content=-live-) - Circular Economy, Finance & ESG, Net Zero, Resilient Supply Chains, Social Justice, Stakeholders & Storytelling, and Sustainability Leadership.

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

1. Getting up to speed on the latest trends impacting sustainable business: net-zero strategy; diversity, equity and inclusion; ESG and sustainable finance; supply-chain decarbonization and more.
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 GreenBiz 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 to all get aligned on the latest trends and strategies. **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.