**JUSTIFICATION LETTER**

To:

From:

Re: Request for Approval: **GreenFin 24 conference**

I would like to attend [**GreenFin 24**](https://www.greenbiz.com/events/greenfin/2024?utm_medium=gb-site&utm_source=justification-letter&utm_campaign=gf24&utm_content=-live-) – the premier sustainable finance and investing event — taking place June 17-19, 2024, in New York City, New York.

GreenFin 24 will convene an [**influential audience**](https://www.greenbiz.com/events/greenfin/2024/who-attends?utm_medium=gb-site&utm_source=justification-letter&utm_campaign=gf24&utm_content=-live-) of more than 1,000 finance, investment and sustainability professionals to get up to speed on emerging trends, and discover the latest products and services to accelerate our organization’s sustainability strategy. Speakers will include leaders from Fortune 500 companies, asset managers, investor groups, ESG ranking and rating organizations and financial institutions.

Some of the benefits I’ll gain from participating in GreenFin 24 are:

1. Understanding new and upcoming ESG regulations and reporting requirements affecting our organization
2. Engaging in strategic networking with leaders, peers, and customers across industries and sectors
3. Learning about emerging products and services that can help our organization’s sustainability strategy

Mainstage keynotes, 250+ speakers and nearly 100 breakouts address the following key topics: ESG Ecosystem, Financing the Transition, Corporate Finance & Reporting, The Investor View, Natural Capital and The Policy Landscape.

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

Registration:

Airfare:

Transportation:

Hotel:

Meals:

Total:

GreenFin 24 offers unique learning and networking opportunities in the sustainable finance and investing space, making it an unparalleled opportunity for our organization to send a team at a [**discounted rate**](https://www.greenbiz.com/events/greenfin/2024/registration?utm_medium=gb-site&utm_source=justification-letter&utm_campaign=gf24&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**](https://www.greenbiz.com/events/greenfin/2023/registration?utm_medium=gb-site&utm_source=justification-letter&utm_campaign=gf23&utm_content=-live-)**.** By attending, our team can get aligned on the latest sustainability trends, regulatory updates and best strategy for our organization to meet its sustainability and financial goals.

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.