**JUSTIFICATION LETTER**

To:

From:

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

I would like to attend the [GreenFin 22](https://events.greenbiz.com/events/greenfin/new-york/2022?utm_medium=gb-site&utm_source=justification-letter&utm_campaign=gf22&utm_content=-live-) conference, taking place June 28-29, 2022 in New York City.

GreenFin 22 is an invitation-only event that will convene more than 600 professionals from the corporate sustainability, finance, and investment communities to share insights and showcase leading sustainable financial products and services.

The program is framed by four tracks: Corporate Reporting, Financing the Transition, The Investor View and ESG Ecosystem. Speakers will include leaders from Fortune 500 companies, investor groups, ESG ranking and rating organizations, and financial institutions.

I would like to request a GreenFin 22 invitation through the [online form](https://events.greenbiz.com/events/greenfin/new-york/2022/request-invitation?utm_medium=gb-site&utm_source=justification-letter&utm_campaign=gf22&utm_content=-live-) on their website. If my request is approved,some of the benefits I expect to get from participating in GreenFin 22 are:

1. Learning about key challenges and leading solutions in sustainable finance
2. Networking with an invitation only group of leaders across ESG investing, sustainable finance and corporate sustainability
3. Experiencing market-ready products and services

Here is an approximate breakdown of the cost of attending. If my request for an invitation is approved and I am able to register for the event by [Enter current rate expire date], we will save [enter dollar amount].

Registration:

Airfare:

Transportation:

Hotel:

Meals:

Total:

Since GreenFin 22 offers unique learning and networking opportunities in the ESG and sustainable finance space, 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 best strategy for our company. If our invitation requests are approved, **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.