**JUSTIFICATION LETTER**

To:

From:

Re: Request for Approval: **GreenBiz 23 conference**

I would like to attend the [GreenBiz 23](https://events.greenbiz.com/events/greenbiz/scottsdale/2023?utm_medium=gb-site&utm_source=justification-letter&utm_campaign=gb23&utm_content=-live-) conference, February 14-16, 2023 in Scottsdale, Arizona.

GreenBiz 23 is the premier annual event for sustainable business leaders. This year’s event will convene [more than 1,600 professionals](https://events.greenbiz.com/events/greenbiz/scottsdale/2023/who-attends?utm_medium=gb-site&utm_source=justification-letter&utm_campaign=gb23&utm_content=-live-) including executives from the private, public and nonprofit sectors.

The GreenBiz 23 [program](https://events.greenbiz.com/events/greenbiz/scottsdale/2023/program?utm_medium=gb-site&utm_source=justification-letter&utm_campaign=gb23&utm_content=-live-) focuses on “looking around corners” to understand near- and longer-term risks and opportunities across the sustainability landscape. Mainstage keynotes and more than 60 targeted breakouts address the race to net zero; finance and ESG; circularity; supply chain resilience; storytelling, and how to effectively lead change.

Some of the benefits I expect to get from participating in GreenBiz 23 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. Engaging 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 23 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/greenbiz/scottsdale/2023/registration?utm_medium=gb-site&utm_source=justification-letter&utm_campaign=gb23&utm_content=-live-) to all get aligned on the latest trends and strategies. **Groups of three or more from the same company can receive a 20% discount on registration.**

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.