



To: _____

Date: _____

Subject: Attending the Greenbuild International Conference + Expo

I am requesting your approval to attend the Greenbuild International Conference + Expo taking place October 20-23, 2026, in New York City. As the largest gathering of green building and sustainability professionals, Greenbuild is the one event where I can gain all of the key information needed to expand my role, our business, and thrive professionally. I'll have access to industry experts from around the world who will help me grow my knowledge base and increase our productivity. I will be able to secure the continuing education needed to ensure cutting-edge skills and practical knowledge that will impact my day-to-day work moving forward.

I'll be able to choose from more than 100 CE-accredited education sessions to attend live, tailoring my schedule to attend the classes that directly apply to my work while earning continuing education credits. These education credits will also ensure my professional credentials stay current to remain competitive in my field. During session breaks, I'll have the opportunity to network with various green building experts and colleagues who have faced similar challenges. Each presentation I choose will directly relate to an issue we currently face. In addition to the education sessions, Greenbuild features the largest exhibition in the United States, with over 250 exhibiting companies showcasing the latest innovations in green building. At Greenbuild 2026, I can identify new technology, top products, potential partners, and customers that could lead to new business.

As an attendee traveling to Greenbuild in New York City, I will also gain first-hand knowledge from the U.S. Green Building Council, along with the latest green building implementation strategies that will significantly impact the future of our building projects. Greenbuild's 2026 theme is **Invest for Impact**, where I will develop a strong understanding of how sustainability experts are investing, developing new projects, and retrofitting existing structures. Attending Greenbuild this year will allow us to build upon progress, and future-proof our policies at the local and state levels.

I plan to achieve the following three objectives at Greenbuild:

Objective 1: _____

Objective 2: _____

Objective 3: _____

I am seeking approval for registration fees, travel expenses to the conference and hotel accommodations during the event. A detailed cost breakdown is included below.

Registration Fee:	\$
Airfare:	\$
Hotel:	\$
Meals:	\$
Other Expenses:	\$
Total Greenbuild Costs:	\$

Attending Greenbuild will have huge value for me, our company, and the future of our country's buildings. Please let me know if you have any questions and thanks in advance for your support.

Sincerely,

