

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 certifications 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 the United States, I will also gain first-hand knowledge from the United States Green Building Council, along with implementation strategies that will significantly impact the future of our country. Greenbuild's 2026 theme is **Invest for Impact**, where I will develop a strong understanding of how to tackle investing, developing new projects, and retrofitting existing structures to make healthier cities and communities across our country.

**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:	\$
<b>Total Greenbuild Costs:</b>	<b>\$</b>

I am confident that attending Greenbuild 2026 will provide immense value to our company and my professional growth. I kindly request your approval to proceed with the registration and travel arrangements.

Sincerely,

\_\_\_\_\_

