



## COVER LETTER TO SUPERVISOR

To:

Date:

Subject: Attending Greenbuild 2018

I'd like to get your approval to attend Greenbuild 2018, November 14–16, in Chicago, Illinois. There's no other event where I'll have access to the key education I need to get the most out of our current (and future) products and technologies.

I'll be able to choose from more than 200 educational opportunities, tailoring my schedule to attend the sessions that are directly applicable to my work and will allow me to network with a variety of architecture, construction, engineering, planning, and interior design professionals who have faced similar challenges.

In addition to the educational opportunities, Greenbuild offers a diverse show floor where I can identify new products, potential partners, and / or customers that could lead to new business.

I plan to achieve the following objectives:

Objective 1:

Objective 2:

Objective 3:

Therefore, I am seeking approval for registration fees and travel-related expenses.

My registration fee is \$                      and travel-related expenses will be approximately \$                      .

Attending Greenbuild will allow me to return to the field/office with the latest education and solutions that I and                      will immediately be able to put into practice. Please let me know if you have any questions, and thanks in advance for your support.

Sincerely,