# **JUSTIFICATION LETTER**

The template below is available for use to request approval from your supervisor to attend the SPEER Energy Conference. Please be sure to update the fields that pertain specifically to you, as well as the registration price that applies to you.

**Subject**: Attending SPEER Energy Conference

Dear **<<Supervisor>>,**

I would like to attend the 2021 SPEER Energy Conference on September 2-3, 2021, with two consecutive days of programming beginning with membership meetings/networking followed by the conference. SPEER Conference is the only state event to bring together all the players involved in making energy efficiency a reality: those who lead, operate, build, and implement programs. The conference is paramount to gaining knowledge directly applicable to my role as **<<insert>>**.

I will be able to choose my education sessions, tailoring my schedule to content that is directly applicable to my work and will allow me to network with a variety of building industry professionals, non-profit partners, and others who are passionate about education and promotion of energy-efficient building systems and distributed energy resources that strengthen local economies, improve health and quality of life, and protect the environment.

Panelists will be discussing topics ranging from how to accomplish your resiliency initiatives with guaranteed energy savings performance contracting, reliability, utilities & policy, and more listed below:

* Resiliency, Building Energy Codes, & Residential Construction
* City Benchmarking & Reporting as a Measure of Success
* Financing Energy Efficiency
* 2021 Legislative Session - There is more work to be done

I am seeking approval for registration fees. The registration fee for a member is **$99\* and $145 non-member.** The Cities Efficiency Leadership Council also has several **scholarships**\* for local government members; I could potentially apply.

Attending SPEER Conference will allow me to learn valuable skills and return with resources and strategies to employ here at **<place of employment>.** Please see the attached flyer for more information on the conference.

Sincerely,

**<Your Name>**

