

JUSTIFICATION LETTER

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

Subject: Request for Approval to Attend SPEER Industry + Policy Workshop

Dear [Supervisor's Name],

I am writing to request approval to attend the SPEER Industry + Policy Workshop, scheduled to be held on September 19-20 at the Archer Hotel in Austin.

This workshop presents a valuable opportunity for professional development that directly aligns with our organization's goals and my responsibilities within the team. The key benefits of attending this workshop include:

1. **Industry Insights:** The sessions will cover the latest trends, challenges, and solutions in the industry. Gaining this knowledge will help us stay ahead of market developments and integrate cutting-edge practices into our work.
2. **Policy Understanding:** Understanding the evolving policy landscape is crucial for our strategic planning and compliance. The workshop will offer in-depth discussions on current and upcoming policies that impact our operations.
3. **Skill Enhancement:** The various technical sessions and workshops are designed to enhance practical skills and knowledge. This will enable me to contribute more effectively to our projects and initiatives.
4. **Networking Opportunities:** The workshop will bring together industry leaders, policymakers, and experts in energy efficiency and renewable energy. Building relationships with these stakeholders can provide valuable insights and potential collaborations that will benefit our projects.

Attending this workshop aligns with our current objectives and can directly impact our work in the following ways:

- Implementing innovative strategies and technologies discussed at the workshop.
- Applying insights from policy sessions to ensure our projects align with regulatory requirements.
- Enhancing our network within the industry to explore potential partnerships and collaborations.

The total estimated cost for attending the workshop, including registration [SPEER member \$95 or non-profit/government \$115], travel [TBD], and accommodation, is [\$259 per night]. Given the potential return on investment through the knowledge and connections gained, I believe this is a worthwhile investment for our team.

I am confident that the skills and insights I will gain from this workshop will be directly applicable to my role and will contribute to our team's success. I am more than willing to share the key takeaways and actionable insights with the team upon my return.

Thank you for considering this request. I am happy to discuss this further or provide any additional information you may need.

Best regards,

<Your Name>