[Month] [XX], 2024

Dear {\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_}:

I would like to attend [NAEM’s EHS & Sustainability Management Forum](https://www.naem.org/forum24-ehs-sustainability-management-forum) taking place in Fort Worth, TX, on Oct. 28-30, 2024. FORUM24 is the premiere event dedicated to best practice-sharing for those developing and integrating strategic EHS and Sustainability programs within companies. As the largest gathering of professional decision-makers in EHS&S, attending this event will empower me to accomplish the following:

1. **Stay current on the latest trends, strategies, & innovations**Whether it's measuring Scope 1-3 emissions, delivering regulatory training, or engaging with stakeholders on ESG, if there's a better, more efficient way to get it done, I'll find it at the Forum.
2. **Find solutions to key business challenges**Because the Forum is planned by EHS & Sustainability leaders representing a wide range of industries and experiences, the agenda is packed with sessions focused on addressing critical challenges like PFAS, CSRD readiness, psychosocial well-being, and more.
3. **Exploring practical uses for AI**The challenges and opportunities presented by AI and its use to combat climate change is the focus of this year’s opening keynote. AI will also be touched upon in several sessions to help me better understand how to use this tool in my daily work.
4. **Advancing my leadership skills**As a “for members, by members” event, Forum attendees in leadership positions are passionate about sharing what they’ve learned and experienced with others like me. FORUM24 also offers a dedicated leadership development track – Leadership that Delivers.
5. **Networking with purpose**The connections I make at the Forum can help me gather fresh ideas, explore best practices, and advance my professional development.

A detailed cost breakdown for me to attend is included below.

* Registration Fee: [$\_\_\_\_\_\_\_\_\_\_]
* Hotel: [$\_\_\_\_\_\_\_\_\_\_]
* Airfare: [$\_\_\_\_\_\_\_\_\_\_]
* Transportation: [$\_\_\_\_\_\_\_\_\_\_]
* Other (Meals, Per Diem, Etc.): [$\_\_\_\_\_\_\_\_\_\_]
* **Total: [$\_\_\_\_\_\_\_\_\_\_]**

Thank you in advance for your consideration and support.

*Sincerely,*

[Your Name]

[Your Position]