

To: _____

Date: _____

Subject: Attending the Southeast Florida Climate Leadership Summit



I am seeking your approval to attend the 17th Annual Southeast Florida Climate Leadership Summit, which will be held on December 16-17, 2025, in West Palm Beach, FL.

This summit offers an excellent opportunity for me to acquire valuable information that will help me expand my role and enhance our programs. I will have the chance to connect with industry experts who can deepen my knowledge and improve our productivity. Additionally, I will gain ongoing education to develop advanced skills and practical insights that will benefit my daily responsibilities moving forward.

The summit features a lineup of distinguished speakers, including Ashon Nesbitt, Michael Grunwald, and Jeffrey Huber. These individuals are at the forefront of our field, and their insights are sure to be invaluable. Session topics include sustainable transit, resilient housing, private sector leadership, climate risk and insurance implications, and county leadership. Each session will highlight impactful projects for immediate implementation, encourage valuable networking and strategic planning, and leverage collective insights to tackle pressing climate issues.

During session breaks, I will have the opportunity to network with experts from various sectors, including government officials, scientists, representatives from nonprofit organizations and the community, business and academic leaders, media professionals, and international organizations. Their diverse expertise is essential for designing comprehensive policies, sharing information, and enhancing regional and global cooperation.

As an attendee, I will learn about the Southeast Florida Regional Climate Compact's efforts to mitigate climate impacts and implement adaptation strategies. I am committed to sharing valuable insights and resources with my office.

I plan to achieve the following three objectives at the Climate Leadership Summit –

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:	\$
Total Summit Costs:	\$

Attending the Summit will provide immense value for me, our organization, and the future impact we can have. Please let me know if you have any questions, and thanks in advance for your support.

Sincerely,
