Recipient First Name Last Name

Job Title

Street Address, City, State ZIP

[Name]:

I am writing to request funding to attend EnergyCAP’s Catalyst 2025 Conference, scheduled for April 22-24, 2025, in Atlanta, Georgia. As the [Your Job Title], it is essential to optimize our resources, leverage infrastructure funding, and identify cost savings to sustain our energy initiatives. This conference offers a unique opportunity to advance our energy management efforts, achieve savings, and strengthen our organizational impact.

Catalyst 2025, held in Atlanta, Georgia—a hub for innovation and sustainability—provides valuable professional development. It will equip me with energy management strategies, skills, case studies, and best practices to benefit [Your Organization’s Name].

Catalyst 2025 is designed to provide:

* **Expert Insights:** Practical sessions on advanced energy management tools and strategies to maximize efficiency.
* **Peer Networking:** Opportunities to connect with EnergyCAP users and industry leaders to share challenges and solutions.
* **Custom Solutions:** One-on-one consulting sessions tailored to our organization’s specific needs.
* **Proven Practices:** Case studies showcasing successful implementations that align with our objectives.

Here is an overview of the investment for my attendance:

|  |  |
| --- | --- |
| *Conference* | *$900*  |
| *Hotel (room block + tax is $239/night)* | *$XXX* |
| *Airfare + Transportation* | *$XXX* |
| *Meals (breakfast + lunch provided)* | *$XXX* |
| ***TOTAL*** | ***$X,XXX*** |

Attending Catalyst 2025 will enable me to return with actionable strategies to drive immediate and long-term benefits. Specifically, I anticipate identifying solutions that could unlock cost savings and streamline operations—benefits that will far outweigh the investment in my attendance.

Attending this conference will enable me to implement actionable strategies for immediate and long-term organizational benefits. I will also share key takeaways through a post-conference report and team debrief, ensuring maximum value from this investment.

Thank you for considering this request. If there are additional details or documentation needed to support my case, please let me know.

I am confident that this investment in Catalyst 2025 will drive measurable results for our organization. I appreciate your consideration,

Your Name, Your Title, Your Organizations Name