

Sample Letter to Manager/Supervisor

Dear [NAME],

I would like to attend the Fall CANECT Environmental Compliance and Due Diligence Essentials Conference, which takes place November 15-16, 2022, at the Venetian Banquet Centre in Vaughan, Ontario.

There are two practical and interactive training courses being offered that are led by experts in environmental regulation and compliance, as well as speakers from consulting and industry. There are also opportunities for me to network with a variety of environmental protection and compliance colleagues from industry, government, consulting and legal backgrounds.

These courses are designed to help attendees meet their environmental responsibilities, stay up-to-date with new and changing regulations and best practices, and help to prove our organization's due diligence. CANECT has been providing training courses for environmental professionals for nearly 30 years.

I am seeking approval for the registration fee, travel expense and hotel accommodations. A detailed cost breakdown is included below.

After reviewing the Fall CANECT Essentials Conference course descriptions and agendas, I have identified the following course(s) to attend:

- Environmental Regulation & Compliance Essentials – November 15
- Ontario's New Excess Soils Regulations – November 16

The course(s) I chose relate to my responsibilities and to the relevant regulations that affect our organization. Attending these courses at CANECT will help to reduce the time it takes to research these subjects, allow me the opportunity to ask questions, and provide me with take-away course materials for future reference and to share with my team. These courses also may qualify towards my professional development hours and continuing education.

Information on registration fees is available at www.canect.net/registration. There are generous discounts for attending more than one course, or for attending with colleagues. Plus, save 20% with early-bird pricing until October 14th.

Breakdown of conference costs:

Transportation:	\$
Hotel (Conference block rate is \$154/night):	\$
Meals (Breakfast, lunch and coffee included):	\$
Registration Fee:	\$
Total Cost	\$

The opportunity for me to expand my understanding, develop / maintain contacts, and gain knowledge in specific areas of environmental regulation and compliance, make attending the Fall CANECT Essentials Conference a worthwhile investment.

Sincerely,