

## Sample Letter to Manager/Supervisor

Dear [NAME],

I would like to attend the CANECT Environmental Compliance and Due Diligence Training Event, which takes place May 9-11, 2023, at the Venetian Banquet Centre in Vaughan, Ontario.

There are seven 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 companies, as well as exhibitors and suppliers serving the industry.

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 over 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 CANECT course descriptions and agendas, I have identified and checked the following course(s) to attend:

- Environmental Regulation & Compliance 2023 – **May 9**
- Contaminated Sites and Excess Soils – **May 10**
- Due Diligence in Environmental Prosecutions: A Mock Trial – **May 10**
- Air Quality Challenges in Environmental Compliance, Climate Change, and Decarbonization – **May 10**
- Water & Wastewater Regulation and Compliance: Interactive Case Study – **May 11**
- Environmental Management Systems: The Journey from EMS to Environmental, Social, Governance – **May 11**
- Dealing with Environmental Emergencies and Spills – **May 11**

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 qualify towards my professional development hours and any continuing education requirements.

Information on registration fees is available at [www.canect.net/registration](http://www.canect.net/registration). There are generous discounts for attending more than one course, or for attending with colleagues.

**Breakdown of conference costs:**

Transportation:	\$
Hotel (Conference block rate is \$169/night):	\$
Meals (Breakfast, lunch and coffee included):	\$
Registration Fee:	\$
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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 2023 CANECT Environmental Compliance and Due Diligence Training Event a worthwhile investment.

Sincerely,