

Sustain Dane Summit 2026 Employee Professional Development Email Template

Website linked [here](#).

Flyer linked [here](#).

Email template text:

Hello [REDACTED],

As part of my professional development at [ORG NAME] I would like to attend the [Sustain Dane Summit](#). The program is at the Monona Terrace and runs from 8:00am – 3:00pm on Friday, November 6. My participation would allow me to grow professionally and personally through the education and connections made with other attendees and speakers. Would [ORG NAME] be able to support my attendance at the Summit?

Overview: In its 18th year, the Summit is an all-day interactive forum for sustainability leaders to learn, connect, share, reflect, and build new skills.

Program highlights: This year's Summit will feature engaging speakers, interactive discussion, networking opportunities, and local success stories that highlight the innovative work happening throughout our community. Whether you work in business, government, education, nonprofit organizations, or are an individual passionate about sustainability, you'll leave inspired with new ideas, c

Impact: The Summit and the session will help me in my role at [ORG NAME] to grow my leadership and community engagement. I can share my knowledge with members of our team and other committees if interested. This would be a great way for me to meet other Dane County professionals working towards advancing sustainability in their organization and committees. I am requesting that the company support my attendance at the Sustain Dane Summit, which will help me become a stronger, more effective leader. The Summit will allow me to bring additional tools and connections to our organization, helping us advance our sustainability goals. These skills will be immediately applicable to my current goals and responsibilities such as: [Insert current projects, goals, and/or objectives].

Ticket cost (if tickets are needed outside of your membership of Sustain Dane): Tickets are \$130 or offered on a sliding scale option to pay what you can to attend. There are also [sponsorship options](#) available which include tickets as part of sponsor benefits.

More information about Sustain Dane and the Summit can be found [here](#).

Thank you,