*Sample letter explaining the value of participating in the 2022 Energy Exchange. Individual attendees are responsible for verifying all information about agency/organization rules for using current FY dollars for events occurring at the start of the next FY prior to submitting the letter for leadership approval.*

Dear <*Insert Name* >:

I would like to attend the U.S. Department of Energy (DOE) in-person training event Energy Exchange, October 25-27, 2022 in Cincinnati, Ohio. The focus of this year’s training event is *Advancing Federal Infrastructure through Innovation*, focusing training on how to catalyze American clean energy industries and jobs through Federal sustainability. Energy Exchange 2022 brings leaders from across the federal energy and water management community to discuss best practices and lessons learned on how to meet President Biden's goal of reducing U.S. greenhouse gas emission by 50–52 percent from 2005 levels by 2030 and how to make federal facilities – and indeed all installations, campuses, and buildings – resilient, efficient, sustainable, and secure.

Hosted and developed by the Federal Energy Management Program (FEMP), the goal of the Energy Exchange 2022 is to demonstrate the Federal government leading by example to combat the climate crisis. The Energy Exchange offers access to accredited training led by recognized industry and government professionals. This will help support my professional development by *[insert attendee specific goals here]*.

This training event supports the implementation of the Energy Act of 2020, Executive Order 14008, Executive Order 14057, the Federal Buildings Personnel Training Act, and the National Defense Authorization Act. Energy Exchange provides the opportunity for accredited continuous learning credits that help deepen and sharpen my professional skills. Typically, over 85% of the sessions award Continuing Education Credits, and more than 40% of the sessions align with the Federal Building Personal Tracing Act of 2010 core competencies, to which all Federal employees in the energy management and facility fields need to report on.

Energy Exchange 2022 training focus areas include: Federal Government Leading by Example: Policy Goals and Strategies; Planning for Net-Zero Buildings, Fleets, and Operations;

Climate Resilient Infrastructure and Facilities; Technologies and Practices for Sustainable and Smart Federal Facilities and Installations; and Performance Contracting, Sustainable Procurement, and Project Development.

Energy Exchange 2022 will take place in **Cincinnati, Ohio** and feature over 70 individual educational sessions led by recognized speakers from both public and private sectors. I have attached a draft copy of the “2022 Agenda-at-a-Glance” alongside this letter to illustrate the breadth and depth of the technical training program. I also have the opportunity to expand my learning via FEMP-hosted, free workshops on Monday, October 24th. In addition to receiving accredited training, participants will hear from senior leaders across the federal government and access a virtual technology pavilion and trade show that demonstrates cutting edge resilient, efficient, sustainable, and secure technologies. The FEMP Federal Energy and Water Management Awards will be co-located with this year’s Energy Exchange event, giving me more real-life examples of federal energy and water projects that could be applied here *[site name/agency name/organization name]*.

The Energy Exchange has been providing accredited training to the federal energy and water management community since 2015 – but this is the first year it will take place in the fall, rather than its traditional summer date. While this is not a new event, I understand that funding travel and training close to the beginning of the fiscal year can provide challenges.

I am writing to you early for approval as I understand that [Agency/Organization] may allow for the use of current fiscal year dollars to be used for an October event – so long as all travel is completed before early November. I believe that Energy Exchange, with its travel and training occurring entirely in October 2022 meets those criteria. Additionally, the event allows for registration fees to be collected immediately or once I arrive – I could select the option to pay upon registration to ensure that an invoice has the current fiscal year’s date.

This event provides [Agency/Organization] with one of the most cost-effective ways to attend accredited training, interactive panel sessions, and opportunities to partner with DOE and other Federal Agencies. I appreciate your consideration and would be happy to discuss this further.

Thank you,

*<Insert your name here>*