

2025 Midwest Climate Resilience Conference Justification Template Letter

This template is intended to provide example language for those whose organizations may require written justification to approve travel to the conference. Please make a copy of this template to tailor for your specific agency or organization and the work you do.

To:

From:

Re: Approval to attend the 2025 Midwest Climate Resilience Conference

I would like to attend the [2025 Midwest Climate Resilience Conference](#) (MCRC), to be held October 20 - 22, 2025, in Milwaukee, Wisconsin. This event is hosted by the University of Minnesota Climate Adaptation Partnership [in collaboration with](#) agencies and organizations from throughout the Midwest. The conference will convene leaders and professionals from across the region to address pressing climate resilience challenges through collaboration, science, and innovative solutions.

Registration information is as follows: [\[Update using your appropriate registration rates\]](#)

- Early Registration (through September 12): \$XX
- Standard Registration (after September 12): \$XX

The MCRC is a unique opportunity to connect with a diverse network of scientists, policymakers, practitioners, and community leaders who are actively working on regional and local climate adaptation and resilience. This year's conference program aligns closely with our organization's goals in [\[update based on your organization\]](#).

Over the three-day conference, I will be able to:

- Attend plenaries, breakout sessions, and workshops focused on climate resilience strategies relevant to the Midwest.
- Learn from case studies and best practices from peer institutions, municipalities, tribal nations, and agencies.
- Engage directly with climate researchers, regional decision-makers, and local and state agency representatives.
- Participate in facilitated working sessions designed to identify actionable next steps for cross-sector collaboration.

My attendance will directly support several of our initiatives. Specifically, I anticipate gaining valuable insights for the following projects: [\[Replace examples below with projects you or your organization are working on\]](#)

- [Project 1 – e.g., Local Climate Adaptation Plan Implementation] – Exposure to regional planning frameworks and tools will support our approach and accelerate implementation timelines.
- [Project 2 – e.g., Interagency Coordination for Resilience Funding] – Connections with state and regional partners can streamline our grant applications and align efforts across departments.

After the conference, I will submit a summary report of key takeaways and recommendations, and I am happy to present the highlights in a team or department meeting. Attending MCRC represents a cost-effective and impactful opportunity to advance our climate resilience goals.

Thank you for your consideration. I look forward to your response.