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Dear (INSERT EMPLOYER NAME),  
  
I am writing because I would like to attend the American Water Resources Association (AWRA) 2024 Spring Conference, Water Risk and Resilience: Research and Sustainable Solutions, taking place April 8-10th, 2024 in Tuscaloosa, AL.  
  
This conference seeks to bring together a diverse multi-disciplinary group of water professionals to disseminate, share, and learn about research-based cutting-edge solutions to evaluate and address future water risks and improve how society can adapt to these risks. Topics that will be discussed at this event include actionable science, evaluation, and planning methods, design and implementation of specific infrastructure projects, and design and implementation of programs and policies. As with other AWRA conferences, the conference seeks to present excellent networking opportunities and build an exciting conversation around actionable solutions that address and build resilience to future water risks to ensure a secure water future.   
  
AWRA Conferences feature many industry guests and dynamic keynote speakers, panel discussions, technical sessions, and workshops that will significantly benefit my work and professional development.   
  
Networking with the conference vendors/exhibitors and attendees will be invaluable for me as this ensures future relationships, partners and collaborators.  
  
Please check out the conference website at www.awra.org/2024SpringConference. I have been following AWRA for some time now, and there is a lot of buzz about this event!  
  
The cost to attend the conference will be the registration fee of (insert fee), travel expenses (give an estimate), hotel (list hotel cost), a meal Per Diem and parking.

The total cost for the conference is <fill in the blank>. The detailed cost breakdown is below.  
  
Here is my estimated breakdown of conference costs:  
  
Conference Fee:  
  
  
Airfare:  
  
Transportation to and from Hotel:  
  
Hotel:  
  
Meals:  
  
Total:  
  
I am confident you will see this as a worthwhile investment for me and the work I do for (INSERT COMPANY NAME). It is an opportunity for me to network with industry vendors, meet keynote speakers, attend valuable educational sessions, and gain specific industry knowledge pertaining to my present and future work. My attendance at this conference is a wise investment and will pay off for years to come.  
  
Sincerely,  
Your Name