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Dear (INSERT EMPLOYER NAME),  
  
I am writing because I would like to attend the American Water Resources Association (AWRA) 2023 Annual Water Resources Conference in Raleigh, NC, on November 6-8, 2023.  
  
This conference is one of the most diverse and inclusive conferences in water resources management. Topics that will be discussed at this event include current and recent outcomes of significant federal funding initiatives for water infrastructure and resilience; lessons learned from the implementation of multidisciplinary projects; best practices discovered in the design and application of water resource management; implications of water policy decisions; and research into current and emerging issues.  
  
AWRA Conferences feature many industry guest and dynamic keynote speakers, panel discussions, technical sessions, and workshops that will significantly benefit my work and professional development. I will have the opportunity to get a great panoramic perspective of water issues not only in the Southeast but also from around the United States and beyond.  
  
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/2023AnnualConference](file:///C:\Users\MeganBalkovic\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\3PI7WWLS\www.awra.org\2023AnnualConference). 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. I also wish to participate in the Tuesday evening special event as it will be a great networking opportunity. It is optional and comes at an added cost of $60.00  
  
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:  
  
Additional Dinner Event: $60  
  
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