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Dear (INSERT EMPLOYER NAME),  
  
I am writing because I would like to attend the American Water Resources Association (AWRA) 2024 Geospatial Water Technology Conference (GWTC) taking place March 25-27, 2024, in Orlando, FL.  
  
Geospatial Water Technology is central to understanding and solving problems related to water resources. While geospatial data continue to grow in all three dimensions, including space, time and size, modern tools such as high-performance cloud computing, geospatial data visualization, data analytics, and machine learning/artificial intelligence have enabled the development of novel decision-making frameworks and web-based applications that are integral to the water resources management.

This conference is designed to highlight existing and new geospatial and technological tools to solve water resource-related problems. Innovative water resources scientists, engineers, modelers, software designers from public/government agencies, academic and private sectors convene to exchange ideas, compare challenges and identify solutions.   
  
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. 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/2024GWTConference. 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