



**New England Water Environment Association, Inc.**  
10 Tower Office Park, Suite 601, Woburn, MA 01801-2155  
Tel 781-939-0908 | Fax 781-939-0907 | www.newea.org | mail@newea.org

Hello [Supervisor Name],

I am reaching out today because I would like to attend New England Water Environment Association's (NEWEA) Annual Conference & Exhibit, taking place January 22-25, 2023. This yearly event consistently attracts over 2,200 water professionals for three days of technical sessions, exhibits, student poster displays, and more. As the largest water quality event in New England, attending would provide me with the opportunity to network with others in the industry, attend sessions on relevant water quality topics, and meet with exhibitors to learn the latest on water products and services.

This conference, which NEWEA has hosted since 1929, continues to expand, offering attendees something new and valuable each year. This year's program features 34 technical sessions, the Student Poster Competition showcasing the work of water quality undergraduates and graduates, the Innovation Pavilion highlighting some of the region's most promising innovators, and a keynote session exploring the future of the Clean Water Act.

Top 3 Benefits of Attending NEWEA's Annual Conference & Exhibit:

1. **Earn credits.** Attending technical sessions, participating in tours, and/or time spent in the exhibit hall allows attendees to earn Training Contact Hours (TCHs).
2. **Networking.** With 2,200 water professionals from all over New England and beyond in attendance, there are ample opportunities to meet with professionals who work in various sectors of the water industry.
3. **Expand industry knowledge.** This conference consistently features more than 30 technical sessions and 200 exhibitors. Attending even one day of this conference would give me access to the information and technology bringing the water industry into the future.

I have attached a copy of the preliminary program for your reference. You can also find more information about this conference on [NEWEA's website](#).

My projected costs for attending the Annual Conference are [insert projected costs.] This total includes registration, transportation, lodging, and food.

I believe that attending NEWEA's Annual Conference & Exhibit would provide me with knowledge and experience that will benefit my own career and allow me to contribute additional value to [company]. I hope you will consider and approve this request to attend. Thank you for your time and consideration.

Sincerely,

[Your Name]

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