

<Date>

Dear <supervisor's name>,

I am writing to request approval to attend the one-day OAWWA/OWEA Young Professionals (YP) Summit taking place November 15, 2024, in Delaware, Ohio at the Del-Co Wolf Water Center. This inaugural Ohio YP Summit is a pivotal event for young professionals in our field, providing valuable opportunities for professional development and networking within the water and wastewater industry in Ohio. The agenda includes a morning tour of DelCo's Olentangy Water Treatment Plant, a panel discussion by industry experts, technical presentations from fellow young professionals, and an interactive Water Circuit Challenge in the afternoon. The summit will also provide 4+ contact hours accredited by Ohio EPA.

The event features professional development sessions that are directly relevant to my work, emphasizing skills enhancement and addressing upcoming industry challenges. The interactive format, including hands-on activities and guided problem-solving, will provide practical experience that I can apply in my job immediately. Participation in team-based challenges will foster collaborative skills under pressure. Additionally, networking with industry experts and peers statewide will expand my professional connections and provide insights into best practices and emerging trends.

The registration fee for the summit is \$25 for OAWWA or OWEA members, or \$50 for non-members. I am seeking approval for this cost, as well as for mileage and the necessary time away from my everyday duties to attend this inaugural YP Summit.

Thank you for considering my request. I am confident that attending the Ohio YP Summit will be a worthwhile investment for both my professional development and for our organization. I am also excited to share the insights and knowledge gained from the Summit with my colleagues at <organization's name> following the event, either through a detailed write-up or a presentation.

Sincerely,

<your name here>