

MEMO

RE: SWANApalooza 2019 Conference Attendance

Dear _____,

I would like to attend SWANApalooza 2018 from February 25–28, 2018 in Boston, Massachusetts. This conference will give me access to environmental solutions for integrated solid waste management. This technical conference will help me gain entirely new perspectives of the future of solid waste management through environmental opportunities and solutions, training and certification, networking opportunities, and leadership and team building.

After reviewing the conference registration materials, I have identified the following topics that will be highly beneficial to our success here at _____.

They are:

I am seeking financial resources to cover the registration fee and travel costs during the meeting. Here is a detailed breakdown:

- Roundtrip Airfare: \$
- Ground Transportation: \$
- Mileage: \$
- Hotel: \$
- Meals: \$
- Conference Registration (including Training/Certification): \$
- **Total costs associated with attending this conference:** \$

The opportunity for me to embrace industry progress in recycling contamination standards, single-use plastic reduction efforts and zero waste initiatives makes my attendance at SWANApalooza a wise investment that will yield dividends for _____. I am happy to answer any questions you have about SWANApalooza that will help in approval of this request.

Sincerely,