Dear (Supervisor’s Name),

I would like to attend **IWES** - The University of Queensland’s premium offering of professional development short courses for the water engineering industry from July 8 – 12, 2019 at QT Hotel, Gold Coast.

After reviewing the IWES program, I have identified a number of education opportunities that will allow me to gain knowledge and understanding about (insert your primary topic). I’d like to attend a training course called (insert name of course), which is a hands-on (xx-day) workshop on (insert key course topics).

I believe that IWES courses are directly applicable to my work and will allow me to network with experts and colleagues from around the country.

The (Insert name of course) course is facilitated by industry experts who have faced similar challenges, and the course content uses up-to-date, relevant case studies. I hope that you will agree that these benefits are worth the expense. A detailed cost breakdown is included below.

Here is the breakdown of conference costs:

Roundtrip Airfare:  
Transportation:  
Hotel:   
Registration Fee:  
Meals:

The total costs associated with attending this course are $\_\_\_\_\_.

This is an opportunity to get the training I need to help improve operational excellence in our business, and I would appreciate your support and buy-in on my attendance.

Sincerely,

(Your name)