Dear (Mr/Mrs/Ms family name),

Aquatech Amsterdam is the largest platform for water technology professionals and takes place every two years. I would appreciate your approval to attend this important event. It is held from 2 - 5 November 2021 at RAI Amsterdam, in the Netherlands.

For education, networking and professional development, this tradeshow has no equal. I believe my participation is critical to bring new ideas and approaches to our company. I’ll be amongst up to 20,000 industry professionals to hear experts and innovators talk about the latest innovations, products and solutions to today’s industry challenges. The tradeshow offers opportunities for networking and business that will have a positive impact on our organization. By meeting with industry partners, I can find solutions to everyday issues as well as strengthen existing relationships. A full schedule of events can be found at: https://www.aquatechtrade.com/amsterdam/hubs-programme/

I plan to attend the following sessions/presentations/seminars:

* …
* …
* …
* …
* …

I plan to meet with the following exhibiting companies to see their products/get quotations:

* …
* …
* …
* …
* …

These are the costs associated attending Aquatech Amsterdam 2021:

* Online registration: € 0
* Flight/train/car:
* Visa:
* Hotel:
* Public transport:
* Meals:

I will work overtime on day/month and will have access to skype/be available for calls during the event.

This investment will pay off in more efficient practices, proven solutions, new insights and ideas. In addition, I can provide a report of my key takeaways and recommended actions to our team. I appreciate your approval. I will work to make sure we get the full value of this event.

With kind regards,

(Your name)