[MANAGER’S NAME],

I am interested in attending WasteExpo 2024, May 6-9, 2024, taking place at the Las Vegas Convention Center, Las Vegas, Nevada. WasteExpo is North America’s largest solid waste, recycling, organics, food waste recovery, and sustainability tradeshow serving both the private and public sectors (municipal, county, state and federal).

The educational opportunities offered at this show will focus on technology and innovation as the underlying themes, and dive into areas such as recycling/landfill, fleet management/collection, organics, safety, and food recovery, to name a few. The conference program is designed in partnership with the National Waste & Recycling Association (NWRA) and Dr. Stu Buckner, to further sharpen my skills with the most up-to-date industry knowledge, so we can run our department smarter, safer, and more streamlined.

In addition to the education program, the show has a large focus on sharing ideas with peers during formal networking time and by showcasing the latest technologies and demonstrations on a show floor with more than 550 exhibitors. I will be able to learn and get ideas from industry leaders from across the world.

A reception exclusively for public sector attendees is being hosted during the show, which will allow me to easily meet and ideate with my fellow colleagues across city, state, and government organizations. I believe the flow of information, training sessions and opportunities to meet one-on-one with peers, experts and colleagues will help us address some of our current challenges in innovative ways.

The Premium Package offers the best value, as it includes all three (3) days of the WasteExpo conference, the Food Recovery Forum and Organics Recycling Tracks, the Sustainability Talks, full-access to the WasteExpo exhibit hall and the Healthcare Waste Conference tabletop displays, all Spotlight Sessions, admission to the Welcome Reception, and unlimited access to the WasteExpo 2024 on-demand sessions, so I can continue to learn and develop after the in-person show takes place.

To keep us in budget, a special all-inclusive rate of $995.00 is being offered for the Public Sector (standard rate is $1,595.00) and discounted hotel rates are still available. I would need to move on this quickly, so I can reserve a hotel room before the group rate deadline passes.

Here’s an approximate breakdown of the investment:

* Airfare: $*[calculate cost of airfare from your home city to Las Vegas round trip]*
* Hotel: *$[Enter discounted rate offered at your hotel of choice]*
* Transportation: $**XX***(round trip from airport to hotel - approx. $21-29 each way)*
* Meals: *[calculate cost of breakfast, lunch and dinner for the days you will be in attendance]*
* Pass Fee: $*995*   
  TOTAL: $*[insert total investment]*

I’m confident that WasteExpo will directly influence my work on [PROJECT NAME] and help with my goal of [INSERT GOAL]. I’ll also be happy to share event takeaways, insights, and recommendations with you and/or our whole team.

Thank you for your consideration!

Regards,

[YOUR NAME]