

Dear [insert supervisor’s name]

I’d like to attend the American Public Works Association’s (APWA) PWX 2025 in Chicago, Illinois, August 17–20, 2025. This conference is expected to bring together more than 5,000 public works professionals and will feature more than 175 education sessions and more than 400 exhibits–all related to public works. As an APWA member, I will be able to register at a discounted rate.

This year’s program is set to provide world-class education sessions on the most critical challenges in public works and infrastructure from the public and private sectors, including new strategies in funding and budgeting, career development and workforce solutions, asset management, emerging technologies, stormwater and flood control, sustainable practices, emergency preparedness, fleet and facilities management, as well as solid waste, roads and bridges and water/wastewater. Key trends within the PWX education program include sessions on developing alternative employee pipeline programs, technology use in public works such as AI and EV, and [insert your topic of interest here].

I am particularly interested in attending the following sessions [list names of workshops or certificate courses here, if applicable]:

1)

2)

3)

4)

5)

Attending PWX and [insert names of workshops or certificate courses that require additional time or funding here] will give me hands-on learning opportunities, and I will be able to network with public works leaders who are creating the best practices we follow every day. By attending the [insert name of add-on workshop or course], I will be able to [insert your goals or intended outcomes of the program and how those will assist you in your role or the employer.] Upon my return, I will be able to share with our team [insert examples of knowledge you’ve gained or new technologies you’ve found and how they can help your agency now and in the future].

I believe attending PWX in Chicago will allow me to grow my knowledge and skills. The key learnings I can bring back to our team will far exceed the expense of sending me to PWX.

Thank you for your consideration.

Sincerely,

<Name>