**WEFTEC® 2024 Workshop**

**Community Sponsorship Letter**

*The completed form must be sent from the signer directly to Mary Ann Linder, WEF at* [*mlinder@wef.org*](mailto:mlinder@wef.org) *by* ***December 5, 2023.***

***The form can be completed by the Technical Community Chair OR the Workshop Subcommittee Liaison.***

***Insert Date***

Workshop Proposal Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair Listed in Proposal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To whom it may concern:

I am writing this recommendation on behalf of the ***insert community name***, of which I am chair or workshop subcommittee liason.

The workshop proposal, identified above, has been developed with the following processes as stated below *(you may select more than 1 option)*:

( ) I alone reviewed and approve the final proposal.

( ) Multiple Members of the Community reviewed the preliminary full proposal draft and offered comments.

( ) The *final* proposal was reviewed by the Community and appropriate revisions and changes have been incorporated prior to submittal to WEF.

( ) The final proposal now reflects the Community input and comments.

( ) This workshop proposal is a WRF related proposal and has been reviewed and is formally sponsored and endorsed by WRF (please attach written endorsement from WRF to this letter).

If you require further information or have questions regarding this recommendation, please contact me.

Sincerely,

***Name:***

***Company:***

***Email:***

Chair/Workshop Subcommittee Liaison, ***insert community name***

Cc Chair, Workshop Selection Committee