<Date>

Dear <Supervisor’s Name>

I would like to apply for MI-AWWA’s Deep End: a yearlong series of technical and non-technical classes specifically geared towards young or new professionals in the water industry starting in January 2025.

The Deep End program will offer a cohort style learning experience, where participants can learn alongside other new hires and graduate having formed these personal connections over the course of the year. Many of the course topics in this yearlong training are tailored to the < your specific profession > water professional and give foundational information on how to < list benefits to your job responsibilities >. I am seeking approval for the registration fee and time and travel to participate in this year’s cohort. Attached is a cost estimate on attending.

The course curriculum is structured to cover all stages of water as it moves through the Urban Water Cycle and is taught in different learning environments, including class sessions, tours, site visits, and demonstrations. Later sessions are dedicated to focus on the business and regulation of water. The program is facilitated by industry experts who have experience addressing water challenges. One of these experts would act not only as my instructors, but as a mentor of my choice to meet with for the year and discuss course materials further. The program wraps up with a capstone project, intended to challenge me to apply acquired skills to solve a problem within our organization specifically.

This yearlong cohort is advertised as a great opportunity within the first years of employment to develop technical and soft skills at an accelerated pace compared to traditional “on the job learning”. One of the most exciting benefits of the program is that I will be granted entry to MI-ACE 2025! As a result of my participation, I will leave the program with exposure to all the basics of water, alleviating the challenge of finding time to invest in this type of personal training. I look forward to speaking with you more about this exciting opportunity!

Sincerely,

<Your Name>