

WEFTEC® 2026 Workshop

Sponsorship Letter

The completed form must be sent from the signer directly to Kabrea Tyler, WEF at ktyler@wef.org by November 14, 2026

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

Insert Date

Workshop Proposal Title: _____

Chair Listed in Proposal: _____

Dear WEF:

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

Select the best option for each question.

1- Who reviewed and approved the final proposal?

- ☐ 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 multiple members of the Community and offered comments.

2- How were the changes your Community/organization offered implemented?

- ☐ I did not offer any changes.
- ☐ The final proposal now reflects the Community input and comments.
- ☐ The final proposal did not make the requested changes.

3- Is this a joint sponsored workshop?

- ☐ No
- ☐ Yes with the following other Community:

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