**WEFTEC® 2025 Workshop**

**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* ***DATE***

***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.

1. 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.

1. 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