**Please print this letter on your headed paper**

**Please keep this letter to a maximum of two pages.**

Kizito Masinde

Director of Global Events and Awards

International Water Association

Export Building | Republic, 1 Clove Crescent

London E14 2BA, UK

By email to: kizito.masinde@iwahq.org

DATE

Dear Kizito,

**EXPRESSION OF INTEREST TO HOST
IWA WATER AND DEVELOPMENT CONGRESS & EXHIBITION 2025**

On behalf of GOVERNING MEMBER/STRATEGIC PARTNER, I am pleased to formally express interest to host the 2025 IWA Water and Development Congress & Exhibition in CITY, COUNTRY on PROPOSED DATES *(last quarter 2025)*.

**[100 to 150 words of Rationale and Introduction:** Provide an introduction and your motivation for wanting to host the IWA Water and Development Conference and Exhibition 2025.]

[**100 to 150 words on Local organisation and Support:** Provide an introduction to the local organisation, supporting local organisations, supporting regional/international partners (or Governing Members). Any earlyindications of any sponsorship and/or other financial support].

**[100 to 150 words on the proposed city/town and venue:** Why this is the best location for the Congress, attractiveness to national, regional international delegates. The location and name of the proposed venue with basic information on facilities and capacity.]

I would like to thank you in advance for considering our intention and I look forward to receiving further information on the proposal and evaluation process of our candidacy.

Yours sincerely

Name

Affiliation