## Letter of Intent to host LET - Template

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

**Please keep this letter to a maximum of four pages**

**Please state either 2026 or 2027 throughout**

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,

**LETTER OF INTENT TO HOST THE   
IWA LEADING EDGE CONFERENCE ON WATER AND WASTEWATER TECHNOLOGIES 2026 / 2027**

I am pleased to formally express interest to host the 2026/7 IWA Leading Edge Conference on Water and Wastewater Technologies (LET2026 / LET2027) in CITY, COUNTRY on PROPOSED DATES *(ideally in May/June 2026/7)*.

**Rationale and Introduction:** Provide introduction and rationale for wanting to host the IWA LET in 2026/7 (Showcase understanding of IWA’s goals); proposed dates (indicate possible weeks) for the conference – ideally in May/June 2026/7.

**Local organisation and Support:** Introduce the local organisation, potential or committed sponsors, supporting local organisations, supporting regional/international partners, support from local delegates.

**The proposed host city/town and venue:** Why this is the best location for the LET2026 / LET2027, attractiveness to national, regional international delegates.

The location, facilities (AV, equipment, rooms), capacity, catering (in/excluded), accessibility to airport, accommodation and city centre.

**Affordability for delegates worldwide:** Registration rates, flights, accommodation, transport, subsistence

**Accessibility:** Accessible by air; entry barriers (e.g., visa requirements)

**The Technical Facilities to visit:** Technical tour of water/wastewater facilities or basin authorities in the city.

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