**SAMPLE LETTER**

Dear [Manager],

I’m requesting approval to attend \_\_\_\_\_\_\_\_\_\_\_\_\_, part of the East Coast’s largest advanced design and manufacturing event in Philadelphia on December 1–3, 2020.

In addition to connecting with expert exhibitors, a complimentary expo pass will give me access to hours of free education covering medtech, smart manufacturing, 3D printing, and packaging, plus a chance to network with individuals and companies with solutions for our unique needs.

Here are a few ways my attendance will help the team:

* **Competitive research**: I’ll be directly exposed to key players from other leading companies. This is a chance to see our competition up close.
* **Comprehensive education**: I’ll get expert insights on the trends and developments happening now via panels, presentations, and workshops.
* **Supplier analysis**: I will evaluate exhibitors to find the best fit for solving our current challenges and inspiring new methods for our projects.

The expenses I’d incur would be ***[insert based on worksheet entries].***

Please let me know if you need any additional information and thank you for considering my proposal.

Sincerely,

[your name]