**SAMPLE LETTER**

Dear [Manager],

I’d like to request approval to attend \_\_\_\_\_\_\_\_\_\_\_\_\_, part of Quebec’s largest advanced design and manufacturing event, held **October 7-8, 2020**.

The event is free to attend. An expo pass will give me access to the region’s biggest showcase of industry suppliers – spanning plastics, packaging, automation technology, design engineering and more – plus comprehensive education in the areas of robotics and automation, smart manufacturing, and processing techniques.

I’ll connect with individuals and companies who can provide solutions catered to our unique needs — a rare opportunity to enrich not only my professional development but to benefit the company overall.

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 and learn even more ways to stay ahead in 2020.
* **Comprehensive Education** – The free presentations offer direct insights on the latest trends and developments happening now. I will gladly present a full report to the department when I return.
* **Solutions Analysis** – I will evaluate solution providers to solve our current challenges and inspire new methods for our future projects.
* **Effective Networking** – With 3,000+ industry attendees and 250+ top-level suppliers, I’ll reach a lot of people quickly, forging new relationships for our company.

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

I believe attending \_\_\_\_\_\_\_\_\_\_ would be a valuable experience that would greatly benefit our team. Please let me know if you need any additional information to help make your decision.

Thank you for considering this proposal.

Sincerely,