

## SAMPLE LETTER

Dear [Manager],

I'm requesting approval to attend ALUMINUM USA 2025, the premier event that brings together decision makers and their supporting teams from across the entire value chain of relevant aluminum application industries, such as automotive, transportation, aerospace, construction, engineering, and more. ALUMINUM USA offers the opportunity to learn about the implementation of new technologies and solutions, and to discover leading OEM, equipment manufacturers, processing, and semi-finished product exhibitors. The event is taking place at the Music City Center in Nashville, TN on May 28-29, 2025.

Attending ALUMINUM USA 2025 is an excellent opportunity for me to explore a variety of aluminum products, new technologies, and investments that add value to our business.

In addition to discovering suppliers and products, ALUMINUM USA offers a robust conference program including product demonstrations, panel discussions, and technical presentations. This will give me new insights and skills to implement into our current projects, leading to better outcomes.

Here are a few ways in which my attendance will benefit our team:

- **Competitive research:** I'll be directly exposed to key players from other leading companies. This is a chance to monitor progress and measure the results of the implementation and deployment of other aluminum technology.
- **Comprehensive education:** I'll get expert insights and hear from top aluminum experts, CEOs, CTOs, and key decision makers that shape the future of the industry.
- **Supplier analysis:** I will evaluate exhibitors to find the best fit for solving our current challenges and inspiring new methods for our projects.

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

Sincerely,

[your name]