Dear [NAME],

PMMI’s Annual Meeting is one of the best educational and networking events dedicated to the packaging and processing industry. The three-day meeting brings together hundreds of industry professionals at all levels – from c-suite to engineering and operations – to experience the latest trends and innovations. The Annual Meeting is especially unique because it offers an in-depth tour of a local plant.

This year’s Annual Meeting is Nov. 8-10 in Detroit. I believe my attendance at this event will further my professional development and industry knowledge – which I can bring back to help advance our organization.

The 2021 program includes a plant tour of FANUC and presentations on cybersecurity, sustainability, supply chains, digital marketing, workforce development and more.

**(Highlight a particular session that would be beneficial to your position and your organization.)**

Expenses would include registration, travel and lodging. The total cost is ($XXX). The estimated cost breakdown is:

Registration: $250 ($195 if registered by Oct 22)

Airfare:

Transportation to and from hotel: Estimated taxi fare is $52 one-way. This hotel does not provide airport shuttle service.

Hotel: $186 plus tax per night for single/double occupancy. Reservations must be made by Friday, Oct. 15th to secure this rate.

TOTAL:

I am willing to discuss the request and answer any questions you may have. Thank you for your consideration.

Sincerely,