**ATTENDANCE PROPOSAL**

Dear **xxxxxxx**,

I’m writing to ask for approval to attend Cargo Logistics Canada (CLC), Canada’s largest supply chain event, on February 5-7, 2019 in Vancouver, BC. At CLC, I will be able to learn from 100+ industry experts in all spectrums of the supply chain, including Keynote Speaker Craig Richmond, President + CEO of Vancouver Airport Authority. These experts will be sharing current trends, best practices, the latest strategies, case studies, new solutions, and more.

The show attracts many big name beneficial cargo owners, including executives from North America’s largest manufacturers & retailers, such as Best Buy, Hudson’s Bay Company, Lululemon, Toyota, and more. With 30+ seminars, 150+ exhibiting companies, and 2,500+ supply chain professionals, I will also be able to make new business connections, find solutions for our current business issues, and learn from the most innovative companies in the industry. In particular, I think attending this conference would directly benefit these projects:

• [add project]

• [add project]

• [add project]

Here is an outline of the investment:

Round-trip Flight: $300

Hotel (2 nights at $199): $398

Registration Fee: $495

Meals (2 days at $50): $100

**Total: $1,293 CAD**

Similar events of this nature are typically 5-7 times more expensive. Furthermore, because of CLC’s scope and scale, this 2-day event will not only save the company money, but also my time and energy from attending other conferences at a smaller scale.

For us to get the best ROI from this conference, please keep in mind that I have to register by **Friday, January 11** to take advantage of the lower registration fee and the conference hotel rate. I’ll give you a summary of what I learned at CLC and share relevant information with key personnel throughout the company.

Thank you for considering this request. I look forward to your reply.

Regards,