**TO**:  
**FROM**:   
**SUBJECT**: Why I should attend **ArkLaTex Manufacturing Expo**  
  
ArkLaTex Manufacturing Expo is an educational and networking conference for the manufacturing industry. I would like to request approval to attend.

This year’s event offers Main Stage session, breakout sessions and workshops covering 10+ categories of manufacturing management. These sessions will address the issues like Risk Management, Production and Planning Control, Information Processing and Engineering, Ergonomics and Innovation, Manufacturing Technology, Entrepreneurship and Innovation and much more.

This event is an opportunity for me to network with other manufacturing industry professionals who face similar challenges, as well as meet hundreds of industry suppliers to find out how their latest developments will benefit us.

This event runs from **August 12-13 2024 in Corpus Christi, Texas**.

Here are the goals I plan to accomplish:

1. *Enter Goal 1*
2. *Enter Goal 2*
3. *Enter Goal 3*

I have calculated an approximate breakdown of costs associated with my attendance:

|  |  |
| --- | --- |
| Convention Registration \*This includes access to all education sessions, networking and the Expo Hall | $ |
| Accommodations estimate | $ |
| Flight estimate | $ |
| **Total** | $ |
|  |  |

I believe my attendance at the ArkLaTex Manufacturing Expo will provide me with new ideas and strategies to elevate management in our organization. Once I return, I can provide a report of my key takeaways, and share new trends and strategies with the team. I will work to make sure we get the full value of this event.  
  
Thank you for your consideration.

Sincerely,   
*Your Name Here*