**SAMPLE LETTER: EXPO**

Dear [Manager],

I would like to request approval to be out of the office for |insert number of days| days to attend the DesignCon Expo held on **August 16 – 18, 2021** in San Jose, California. DesignCon is the premier gathering for chip, board, and systems design engineers.

The complimentary Expo Hall Pass will give me access to hours of free content including three educational keynotes, technical panels, workshops, networking events, and more.

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 Training** – The free training sessions 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, or inspire new methods for our next big project.
* **Networking** – With nearly 5,000 industry attendees and 175 elite exhibitors, I’ll reach a lot of people quickly, forging new relationships for our company.

Attending the expo is free. The only expenses I’d incur would be ***[insert based on worksheet entries].***

I believe attending DesignCon 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,

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