**Subject: Request to Attend the Manufacturing Technology Series EAST**

Dear <***Decision-Maker Name>****,*

I would like to request approval to attend the Manufacturing Technology Series EAST 2025 – the largest regional event in manufacturing industry- from May 13-15, 2025, at the Eastern Exposition Center, West Springfield, MA. The three-day event provides manufacturing professionals with the ideal opportunity to make and renew connections, explore the latest technology, learn from industry experts and shape the future of their businesses. The Manufacturing Technology Series East has been providing solutions to manufacturing challenges for more than 35 years. Attendees work in a variety of industries, including aircraft and aerospace, automotive, medical, defense, industrial and commercial machinery, and more.

If I attend, I’ll experience:

* **Explore cutting edge technologies from 700 exhibitors**
* **Daily complimentary executive perspectives and panel discussions on many relevant topics**
* **More than 180 products displayed**
* **High-level networking opportunities on and off the show floor**

The approximate investment for my attendance is as follows ***(complete the information as appropriate)*:**

Travel costs: <$XXXX> (Airfare, public transportation, car/gas allowance, etc.)

Accommodations: 3 nights at <$XXX> per night

Meals: 3 days at <$XXX>

Registration Fee: <$XXX> **Complimentary if registered before May 9, 2025**

**Total cost to attend:**

*\*The Manufacturing Technology Series EAST has negotiated hotel rates for attendees at various hotels*

I look forward to bringing my key takeaways back to implement and share with my colleagues. I will compile a short presentation covering presentation notes, useful vendor product information, new contacts made and a proposal for implementing new ideas that will benefit our team. I will also make any event and exhibitor materials available to my colleagues.

I assure you that my attendance at the Manufacturing Technology Series EAST event is a wise investment. Thank you for your consideration.

Sincerely,

(your name here)