**Template Letter to Give to Manager**

You can use the letter below as a template cover letter along with the supporting documents. Just complete the areas in red to make the letter relevant to your company and job role.

Dear XXX,

I would like to attend the 2017 edition of the Electricx / Solar-Tec exhibition and conference, taking place on 3 - 5 December 2017 Cairo International Convention Centre, Egypt. Since the exhibition welcomes over 300 international exhibitors, the exhibition will be a great platform for me to meet potential suppliers and clients for our company.   
  
The event also offers a number of free technical seminars and conference that are directly applicable to my work and will allow me to network with a variety of industry experts and colleagues from around the world. Many of the presentations are tailored to the **<Insert your primary function here i.e. marketing professional, operations professional, finance professional>** and provide information on how to **<insert benefits/lessons here, for example: reduce costs, increase reach, and improve products by discovering new products and technologies.>**. Below I have listed some of the seminars and conference topics I wish to attend:  
  
**<You will need to insert the session descriptions which most apply to your responsibilities.>**

I **am/am not** seeking sponsorship for my travel expenses to the event. **(If yes:)** I have calculated the cost of attending the Conference in more detail on the enclosed ‘Expense Calculator’ but here is the breakdown cost of attending Electricx / Solar-Tec 2017:  
  
Roundtrip Airfare: **<EGPxxxx>**  
Transportation: **<EGPxxxx>**  
Hotel: **<EGPxxxx>**  
Meals: **<EGPxxxx>**  
  
The opportunity for me to create new contacts and develop my knowledge of **<your area of expertise>** makes my attendance at the Electricx exhibition and conference extremely valuable for both my professional development and the development of the company.

I look forward to receiving your response.  
  
Sincerely,  
  
**<your name here>**