**Subject Line:** Request to Attend IMTS 2018.

Dear [Boss' Name],

I would like to request that [Company Name] budget to send me to IMTS 2018 – The International Manufacturing Technology Show, September 10-15, 2018 in Chicago, IL at McCormick Place ([imts.com](http://www.imts.com)).

More than 115,000 industrial decision-makers—including many of our competitors—attend IMTS. They go there to get ideas, find answers to their manufacturing problems and stay ahead of trends that will impact us in the future. At IMTS, they discover ways to cut costs and get more work. They know that to stay competitive, they must keep up with new technology and best practices. By attending IMTS, I’ll have access to:

* Product research and analysis: I will be able to compare machine capabilities, prices and services all under one roof from over 2,000 exhibitors grouped by product pavilion.
* Solve technical problems and find solutions: By networking with industry experts at IMTS through formal and informal discussions, I will learn about new equipment, technologies and strategies that can help our company gain a competitive advantage. I will meet manufacturers who face similar challenges and gain access to immediate, market-ready solutions tailored to our company.
* Hands-on experiences: My visit to IMTS will include access to the Emerging Technology Center—a showcase of state-of-the-art and disruptive technologies that will impact manufacturing in the years to come. I will get an up-close look at ground-breaking innovations specific to the industry.
* Educational sessions: During my time at IMTS, I will have the opportunity to learn more about [A], [B] and [C] and develop my own skills in [X], [Y] and [Z]. For an additional fee, we can also consider my attendance at the IMTS Conference or any of the co-located conferences at IMTS. You can review these sessions here: [www.imts.com/education/conference.html](www.imts.com/education/conference.html%20)

Here are some estimated costs for attending IMTS 2018:

* Attendance Fee: IMTS show floor is $50.
* Conference Fee: $\_\_\_\_\_
* Airfare/Transportation: $\_\_\_\_\_
* Hotel Rates <need a range>: $\_\_\_\_\_
* Meals: <range> $\_\_\_\_\_

The IMTS 2018 agenda and conference information will be out soon, but based on previous years, I know that it will cover a range of topics with actionable information relevant to our industry.

With all that I can learn and bring back to [company], IMTS is a worthwhile investment that will deliver solid returns for our business. I am sure that I will come away inspired, informed and more innovative.

Thank you for taking the time to consider my request,

[Your Name]