



We recognize that it can be difficult to ask for approval to attend an industry event, so we have developed this letter of justification letter to help you gain approval to attend METALCON. Feel free to customize it to make it your own.

To:
From:

Re: Attending METALCON 2020

Dear _____,

I'm writing to ask for approval to attend METALCON, the only international event devoted exclusively to the use of metal in the design and construction industry. METALCON takes place from October 21-23, 2020 at the Las Vegas Convention Center.

Now in its 30th year, METALCON offers three days of exhibits, education programs and networking opportunities. While attending, I can identify new products, trends, and potential partners and customers on METALCON's expansive exhibit floor and attend special events and educational sessions covering technical and managerial topics.

Additionally, an entire community of leading industry experts will be on hand to help me develop my technical skills, learn best practices, earn continuing education credits and network with colleagues from the U.S. and around the world.

As an attendee, I will have access to:

- 250+ leading manufacturers and service providers
- Daily complimentary keynotes and panel discussions
- High-level networking opportunities on and off the show floor
- 40+ educational sessions
- A pavilion featuring the latest in construction technology

Plus, METALCON has negotiated discounted hotel rates for attendees at several Las Vegas hotels.

I will establish my key objectives prior to attending and look forward to bringing key takeaways, notes and contacts back to the office to share with you and my colleagues.

I assure you that my attendance at METALCON 2020 will be a wise investment.

Thank you for your consideration.

Sincerely,