Dear [NAME],

PMMI’s Annual Meeting is one of the best educational and networking events dedicated to the packaging and processing industry. The three-day meeting brings together hundreds of industry professionals at all levels – from c-suite to engineering and operations – to experience the latest trends and innovations. The Annual Meeting is especially unique because it offers an in-depth tour of a local plant.

This year’s Annual Meeting is Nov. 4-6 in Cincinnati. I believe my attendance at this event will further my professional development and industry knowledge – which I can bring back to help advance our organization.

The 2019 program includes a plant tour of R.A Jones, a Coesia Company and presentations on cybersecurity, augmented reality, contract packaging, workforce development and more.

**(Highlight a particular session that would be beneficial to your position and your organization.)**

Expenses would include registration, travel and lodging. The total cost is ($XXX). The estimated cost breakdown is:

Registration:

Airfare:

Transportation to and from hotel:

Hotel:

TOTAL:

I am willing to discuss the request and answer any questions you may have. Thank you for your consideration.

Sincerely,