

Dear [Manager's Name],

I am seeking approval for the registration fee and travel expenditures to attend Feed & Grain LIVE 2019 in Altoona, IA, from January 8-10, 2019. Feed & Grain LIVE is a unique trade show experience, it offers the education and networking opportunities of a large industry show, but in a friendly, close-knit and interactive environment.

Feed & Grain LIVE will include 10 education sessions on key topics affecting the industry, that I can immediately use in my work. Topics include (List a few of the sessions that interest you) and more. The event will also give me an opportunity to make connections throughout the industry and discuss the shared challenges we are facing.

I've reviewed the exhibitor list and there are several vendors participating that I plan to evaluate for future use (List vendors you plan on visiting here). There will be multiple opportunities throughout the two-day event to network with fellow attendees, exhibitors and speakers.

The event is very affordable, with an early bird rate of only a \$99, and a hotel rate of \$119/night, and food provided during the meal receptions and session breaks. For this low initial cost, I believe Feed & Grain LIVE will provide me with education, skills and connections that will aid me in achieving the most I can in my job and the company. Below is an estimated cost breakdown for me to attend the show.

- **Feed & Grain LIVE admission:** \$99 (Early Bird)
- **Hotel:** \$119 X (Nights stayed) =
- **Travel:** (Estimated Travel cost)
- **Meals:** ??? (Meals provided while conference is in session)
- **Total:** ???

Please accept this proposal to attend Feed & Grain LIVE, I'm confident in the significant return we will receive for the small investment. If you would like to read more about the conference, their website is <http://live.feedandgrain.com/>.

Thank you for your consideration.

[Your standard close]