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**JUSTIFICATION LETTER: Attending CMTS 2021**

*Customize this letter/email to fit your situation and needs*

<Supervisor Name>,

I would like to get your approval to attend SME’s [2021 Canadian Manufacturing Technology Show](http://www.cmts.ca) in Toronto, Ontario, October 4-7, 2021. This biennial event gathers Canada’s top manufacturing professionals to discuss relevant and timely topics, as well as future challenges and opportunities.

There is no other event in Canada, where I will have the chance to learn about the latest and emerging technologies impacting our business. By attending CMTS, I will have the opportunity to surround myself with the best talent in the manufacturing sector – which will expand my skills and increase our business productivity and intelligence. It is important that we are at this event, and I hope that you will approve my attendance.

I will be able to select from more than **50 conference technical presentations** in areas such as **digital transformation**, **automation technologies** and **additive manufacturing** – tailoring my schedule to secure exactly the information we need as an organization. These sessions will be led by experts from the industry, academia, and government who are working to overcome Canada’s most pressing challenges and leverage the greatest opportunities for our industry today.

I’ll also be able to attend **daily keynote** presentations, **panel discussions**, and **networking receptions** to meet the speakers and connect with other attendees like myself.

In addition to the education and networking, I will be able to meet with and explore hands-on technology solutions from more than **700 leading suppliers** who are showcasing their latest innovations during the 4-day exhibition.

Below is the approximate cost of attending for your review:

Airfare:  $

Hotel: $

Meals: $

Registration: $

**Total: $**

Please let me know if you have any questions and thank you in advance for your support of my professional development.

Sincerely,

<Your name >