



Dear [Insert Name],

I would like to request your approval to attend Sustainable Supply Chain Exhibition 2025, taking place on 25th & 26th March at the NEC Birmingham. As you know, our industry is evolving rapidly, and staying at the forefront of innovations in robotics and automation is crucial for our continued success.

Sustainable Supply Chain Exhibition is the UK's first-of-its-kind dedicated exhibition to sustainable supply chain practices and processes, bringing together professionals from across the technology and mechanics sectors. The event showcases cutting-edge technologies, features insights from industry leaders, and hosts expert speakers who will explore the latest trends, innovative solutions, and best practices. This will offer us valuable insights into topics such as last-mile delivery, automation, order fulfilment, distribution and much more, all of which are key to improving our operational efficiency.

By attending, I will have the opportunity to:

- Learn about emerging trends and technologies that can optimise our productivity and accuracy.
- Network with industry experts and peers, which could lead to potential partnerships and collaborations.
- Gain knowledge on new tools and solutions that could directly benefit our business, increasing productivity and reducing costs.
- Bring back actionable insights and strategies that can be implemented to drive growth and competitive advantage for our company.

I also see this event as an excellent opportunity for us to collaborate in planning which booths to visit. If you agree to my attendance, I would be happy to work with you beforehand to identify and prioritise the most relevant exhibitors and sessions based on our current needs. By doing so, we can ensure that my time at the event is maximised, and I gather insights that align with our objectives. This could include meeting with potential vendors, exploring innovative solutions for [Insert Specific Projects], or attending discussions on [Insert Relevant Topics]. I would be glad to gather your input to help refine the focus of my visit.

The event is free to attend, but there would be a cost for travel, [and accommodation,] which I have outlined below for your consideration:

- Travel: [Cost]

- Accommodation: [Cost]
- Total estimated cost: [Total]

I would greatly appreciate your support in attending this event, as it represents a valuable opportunity for both my professional development and the company's growth. Please let me know if you need any further information or clarification regarding the event or the associated costs.

Thank you for considering this request. I look forward to discussing this further.

Regards,
Your Signature

