**JUSTIFICATION LETTER TEMPLATE**

**Subject: Request to Attend WMTS 2025**

Hi <decision-maker’s name>

I am seeking approval to attend the **Western Manufacturing Technology Show (WMTS) 2025, held on June 3 – 5, 2025 at the Edmonton Expo Centre, Edmonton, AB**. WMTS is Western Canada’s premier manufacturing technology event, providing a great opportunity to explore the latest advancements, connect with industry peers, and bring back valuable insights that can benefit our team.

At WMTS, I will engage with exhibitors showcasing cutting-edge solutions in automation, machining, and advanced manufacturing—technologies that can directly enhance our operations. I will also have the opportunity to attend sessions led by industry experts, where I can learn about best practices and new strategies that align with our business goals.

This event is perfectly aligned with our focus on innovation and process improvement. My attendance will provide immediate value to key projects we are currently pursuing, such as:

* <insert initiative>,
* <insert initiative>, and
* <insert initiative>.

I will keep costs in check through early registration and economical travel arrangements. Below is an estimated budget for the trip:

* Transportation: <Estimate cost>
* Accommodation: <Estimate cost>
* Meals: <Estimate cost>
* Registration: early registration when it opens would be free
* **Total: <Estimate total cost>**

After the event, I will share a summary of key learnings, new contacts, and actionable strategies we can implement. I’m confident that attending WMTS 2025 will provide a strong return on investment and support our continued success.

Thank you for considering my request. I look forward to your approval.

Sincerely,

<Your Name>