Dear <Insert Manager’s Name>

I discovered an excellent business opportunity that I believe would greatly benefit [Company Name]. I am interested in attending the 40th anniversary of the advanced manufacturing trade show, [MD&M West](https://www.imengineeringwest.com/en/home.html) (Formerly IME West). The show will take place February 4-6, 2025, at the Anaheim Convention Center in Anaheim, California.

MD&M West is expected to be one of the largest and most influential b2b events of 2025, with over 13,500 attendees and more than 1,700 exhibitors showcasing their cutting-edge technologies. This show brings in some of the top executives, engineers, and industry professionals to build valuable and lasting partnerships in medical, life-critical, and advanced manufacturing.

I will also have the chance to listen in on a variety of education sessions hosted by industry experts that cover the latest trends and insights in the medical field. A few sessions I’m interested in are \_\_\_\_\_\_\_\_\_ (find sessions here).

Here are just some of the companies that will be exhibiting:

|  |  |
| --- | --- |
| * Canon USA | * Conair |
| * Epson Robots | * HP Inc. |
| * Nelson Labs | * Nikon |
| * Qosina | * [And many others](https://imewest25.mapyourshow.com/8_0/explore/exhibitor-gallery.cfm?featured=false) |

Here is the cost breakdown for the event:

* Expo Pass: Free (until January 6th)
* Conference Pass: \_\_\_\_\_\_\_
* Workshop Pass: \_\_\_\_\_\_\_
* Hotel: \_\_\_\_\_\_\_\_
* Roundtrip Airfare: \_\_\_\_\_\_\_\_
* Transportation: \_\_\_\_\_\_\_\_\_
* Other (Meals, Per Diem, etc.): \_\_\_\_\_\_\_\_\_
* Total Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_

Through this experience, I will leave MD&M West with meaningful connections with potential partners, knowledge of the innovative products our company can target, and major professional and industry development that will make me a greater asset to the company.

Here are some of the things that I look to learn and bring back to the company:



When I return from the show, I will hold a post-conference to share highlights of the event and develop a strategy for putting this knowledge into action.

Thank you for considering this proposal. I’m happy to discuss further why attending MD&M West will be a valuable investment for [Company Name].

Very Respectfully,

[Insert Name]