# Template Letter to Give to Manager – exhibition

*You can use the letter below as a template cover letter along with the supporting documents. Just complete the areas in red to make this letter relevant to your company and job role.* exp

Dear XXX,

Exhibition

I would like to attend the 2020 edition of the Middle East Energy (formerly Middle East Electricity) Exhibition taking place on **3-5 March 2020**, in Dubai, UAE. Since the exhibition welcomes over 48,000 international visitors and over 1,400 international exhibitors, the exhibition will provide an excellent platform for me to meet potential suppliers and clients for our company.

The event also offers three days of career-advancing workshops and a comprehensive technical seminar programme that is directly applicable to my work and will allow me to network with a variety of industry experts and colleagues from around the world. Many of the presentations are tailored to the **<Insert your primary function here, i.e. marketing professional, operations professional, finance professional>** and provide information on how to **<insert benefits/lessons here, for example: reduce costs, increase reach, and improve products by discovering new products and technologies.>**.

I **am/am not** seeking sponsorship for my travel expenses to the event. **(If yes:)** I have calculated the cost of attending the exhibition in more detail on the enclosed ‘Expense Calculator’ but here is the breakdown cost of attending Middle East Energy 2020:

Roundtrip Airfare: **<AEDxxxx>**
Transportation: **<AEDxxxx>**
Hotel: **<AEDxxxx>**
Meals: **<AEDxxxx>**

The opportunity for me to create new contacts and develop my knowledge of **<your area of expertise>** makes my attendance at the Middle East Energy Exhibition extremely valuable for both my professional development and the development of the company.

I look forward to receiving your response.

Sincerely,

**<your name here>**