

**JUSTIFICATION LETTER: Attending MMTS 2024**

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

<Supervisor Name>,

I would like to get your approval to attend SME’s [2024 Montreal Manufacturing Technology Show](http://www.mmts.ca/) in Montreal, Quebec, June 18-20, 2024. This biennial event gathers Quebec’s top manufacturing professionals to discuss relevant and timely topics, as well as future challenges and opportunities.

There is no other event in Eastern Canada, where I will have the chance to learn about the latest and emerging technologies impacting our business. By attending MMTS, 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 many technical presentations in areas such as digital transformation in machine tools, tooling, and metalworking applications, as well as the smart manufacturing sectors, including automation and robotics, AI, cybersecurity, clean energy, battery technology, additive manufacturing, and many more – 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 working to overcome Eastern Canada’s most pressing challenges and leverage the greatest opportunities for our industry today.

I’ll also be able to attend daily keynote presentations and thought leadership panels to meet the speakers and connect with other attendees like me.

In addition to the education and networking, I will be able to meet with and explore hands-on technology solutions from over 250 leading OEMs and suppliers showcasing their latest innovations during the 3-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 >