SAMPLE LETTER

Dear [Manager],

I’m requesting approval to attend Functional Fabric Fair, the premier event that brings together decision-makers and their supporting teams from across the entire value chain of the functional textile industry including verified designers, product, purchasing, material, or sustainability managers and many more. Functional Fabric Fair offers the opportunity to learn about the latest products and technologies that will be available to hit the market, giving a sneak peek into the trends shaping the 2026/2027 Spring season. The event is taking place at the Oregon Convention Center in Portland, OR from April 14th to April 16th, 2025.

In addition to discovering suppliers and products, Functional Fabric Fair offers a robust conference program including the Day 0 Sustainability Conference on April 14th. This will give me new insights and skills to implement into our current projects, leading to better outcomes.

Here are a few ways in which my attendance will benefit our team:

* **Competitive research:** I’ll be directly exposed to key players from other leading companies. This is a chance to monitor progress and measure the results of the implementation and deployment of other functional textile companies.
* **Comprehensive education:** I’ll get expert insights and hear from top textile experts and key decision-makers who shape the future of the industry.
* **Supplier analysis:** I will evaluate exhibitors to find the best fit for solving our current challenges and inspiring new methods for our projects.

Please let me know if you need any additional information and thank you for considering my proposal.

Sincerely,

[your name]