**JUSTIFICATION LETTER TEMPLATE**

**Subject: Request to Attend CMTS 2025**

Hi <decision-maker’s name>

I would like to request approval to attend the **Canadian Manufacturing Technology Show (CMTS) 2025, taking place from Sep 29 – Oct 2, 2025, at the Toronto Congress Centre, Toronto, ON**. CMTS is Canada’s largest manufacturing technology event, offering a unique opportunity to see the latest innovations, connect with industry leaders, and gain insights that can help us stay competitive.

At CMTS, I’ll have the chance to explore cutting-edge technologies in AI, automation, and advanced manufacturing, all in one place. I can connect directly with over 500 exhibitors and participate in educational sessions that address the challenges we face in our day-to-day operations. This exposure will provide us with practical solutions and new ideas that I can bring back to improve our processes.

I see this event as a valuable learning experience that aligns with our goals of staying ahead of technological advancements and enhancing our operations. My participation will directly benefit key initiatives we are focusing on, such as:

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

I’m mindful of costs and will take steps to minimize expenses, including early registration and exploring cost-effective travel options. Here’s an estimated breakdown of costs:

* 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’ll share a report with key takeaways, new contacts, and actionable ideas to apply what I’ve learned. I’m confident that my attendance will bring tangible value to our team.

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

Sincerely,

<Your Name>