NPE2024 Justification Letter Template

Dear \_\_\_\_\_\_\_\_,

I would like to attend NPE2024: The Plastics Show on May 6-10, 2024, in Orlando, Florida.

Produced by the Plastics Industry Association (PLASTICS), NPE2024 is the largest and most innovative plastics trade show in the Americas and is returning after a six-year hiatus. This event offers premier networking opportunities with companies throughout the entire plastics ecosystem and educational sessions led by key experts in the industry.

With 2,000+ exhibitors such as **<insert key exhibitors that your organization has high interest in>**, 10,000+ square feet of recycling demonstrations, 100+ education session and countless ways to network across the industry, there is no shortage of learning and collaboration opportunities at NPE2024.

By attending, I will gain valuable insights into the latest trends and innovations in our business, and explore a diverse range of products and services, which will contribute to our growth and success in the market. After reviewing the conference website, I have identified several education sessions which will allow me to gain knowledge and understanding about **<insert information relevant to your position>**.

* **<Insert sessions of interest>**
* **<Insert sessions of interest>**
* **<Insert sessions of interest>**

They are facilitated by both industry experts who have extensive experience in their field, and who face similar business challenges. I chose each presentation because it relates to my position and responsibilities at **<company name>**.

The total costs, including travel, admission and hotel for NPE2024 is <**$xxxx**>.

**<You will need to insert your travel cost numbers here>**   
Here is the breakdown of conference costs:   
Roundtrip Airfare: <$**xxxx**>   
Transportation: <$**xxxx**>   
Hotel: <$**xxxx**>

Attendee Registration: <$**xxxx**> 

The opportunity for me to develop new contacts, strengthen relationships, and gain industry knowledge makes our attendance at NPE2024 a wise investment for the company’s growth. I am excited for what’s in store!  
   
Sincerely,   
**<your name here>**