February 21, 2023

Dear [Supervisor’s Name],

I’ve been reviewing professional development opportunities that will help advance my career and better equip me to provide greater value to [Insert your organization]. With your approval, I would like to attend EDGE 2023 Supply Chain Conference & Exhibition, taking place October 1-4, in Kissimmee, Florida. This event is considered one of the top education and networking opportunities available for supply chain professionals.

More than 2,700 attendees are expected to participate in the three-and-a-half-day conference that will provide quality, unbiased content and specialty sessions. Up to 90% of attendees will walk away with actionable strategies and practical tips to implement immediately.

As supply chain's premier event™, EDGE is the ideal conference to gain insights, perspectives and best practices as well as connect with the global, end-to-end supply chain community.

**Benefits of Attending:**  
• 100+ quality, educational sessions (30+ hours of content)  
• 30 specialty sessions *(Daily Keynotes, Leaders Forum, Mega Sessions, and so much more!)*   
• 25+ hours of dedicated networking to meet with key customers, prospects, and industry thought leaders (65% of attendees are Director level and above)  
• Entry to the Supply Chain Exchange Exhibition featuring 175+ exhibitors showcasing the latest, most cutting-edge products, technologies, systems, and equipment  
• Access to the post-conference EDGE On-Demand Experience

(OPTIONAL)

I plan to attend the following sessions and workshops, which directly relate to the (ENTER DESCRIPTION) project I’m currently working on [list session names below]:

* Session name

Following the conference, I’ll share key takeaways, collected from the best minds in supply chain, with my colleagues. I assure you that my attendance at EDGE 2023 is a wise investment that will bring considerable value to [company/organization]. Below is an estimated cost breakdown to attend EDGE 2023:

Registration fee: {$XXX}

Airfare/Transportation: {$XXX}

Hotel: {$XXX}

Meals: {$XXX}

**Total cost: {$XXX}**

Thank you for your consideration,

[Your name here]