Dear [insert your supervisor name],

I am writing to request your approval and support for my attendance at CHINAPLAS 2024, which is scheduled to take place from April 23-26, 2024 in Shanghai, PR China. As Asia’s No. 1 plastics and rubber trade fair, CHINAPLAS 2024 will occupy a total exhibition area of over 380,000 sqm and attract over 4,000 exhibitors from around the world, it is a great opportunity for professionals like us to stay informed about the latest trends, technologies, and best practices in the industry for making strategic decisions and identifying new business opportunities.

With thousands of learning opportunities at the show, I will receive expert insight on the latest technology and practical solutions I can bring back and implement right away to help our [insert your company goal or current challenges]. Moreover, I anticipate the chance to network with some of the brightest minds in our sector, which will not only broaden my industry knowledge on plastics and rubber technologies, smart manufacturing, environmental solutions, but also potentially lead to collaborative opportunities for our business.

In addition, I have reviewed the exhibitor list and identified several key vendors that I would like to visit and evaluate their latest technology during the 4-day exhibition. These include: [insert Company A, Company B, Company C etc.].

If I register now, I’ll receive a discounted registration rate. Here is the estimated cost for attending the event:

Airfare:

Other Transportation:

Hotel:

Meals:

Registration pass:

Total:

$

$

$ [rate] /night for [#] nights

$

$

$

Complete information on CHINAPLAS 2024 is available at [www.chinaplasonline.com](http://www.chinaplasonline.com). Additionally, please also find the statistics on China’s exports of plastic products (<https://tradingeconomics.com/china/exports/plastics>) for your consideration.

I appreciate your consideration of this request for attending the show, and thank you in advance for your continued support of my professional development.

Sincerely,

[Your name]