**Subject: Request to Attend SME FUSION 2025**

Dear <***Decision-Maker Name>****:*

I would like to request approval to attend SME FUSION from April 8-10, 2025, at Detroit Marriott at the Renaissance Center in Detroit, MI.

FUSION is the manufacturing industry’s leading workforce event focused on providing actionable insights and strategies to fill the workforce pipeline, efficiently onboard and train new hires, upskill existing talent, and transfer vital knowledge. Hosted by SME, a nonprofit organization, SME represents the entire North American manufacturing industry, including manufacturers, academia, professionals, students, and the communities in which they operate.

At FUSION, I will have the opportunity to hear from top-performing large and small manufacturers, educators, and other workforce agencies and experts about how to fill the worker pipeline and align our training program to maximize our bottom line. I will also have the chance to network with peers in the industry and discuss how their successful solutions might work for us.

The event includes a keynote, technical presentations, and panel discussions that are directly applicable to my role. The 2025 event will co-located with SME’s RAPID + TCT event. FUSION registrants will have opportunities to network with RAPID + TCT attendees and tour the exhibit floor. For more than 30 years, RAPID + TCT has defined the crucial role of additive manufacturing and industrial 3D printing by empowering the establishment of an industry that designs new products at a faster, more cost-efficient pace.

Included in the cost are breakfast and lunch for three days, one evening meal, and social and networking events. The approximate investment for my attendance is as follows ***(complete the information as appropriate)*:**

Travel costs: <$XXXX> (Airfare, public transportation, car/gas allowance, etc.)

Accommodations: 2 nights at <$XXX> per night

Meals: ? days at <$XXX>

Registration Fee: <$XXX>

**Total cost to attend:**

*\*SME has a specially negotiated rate at its headquarters hotel.*

I look forward to bringing my key takeaways back to implement and share with my colleagues. I will compile a short presentation covering presentation notes, useful vendor product information, new contacts made, and a proposal for implementing new ideas that will benefit our team. I will also make any event and exhibitor materials available to my colleagues.

I assure you that my attendance at SME FUSION is a wise investment. Thank you for your consideration.

Sincerely,

(your name here)