**Subject:** Request to Attend ATD Show

Dear [Manager’s Name],

I’m writing to request your approval to attend ATD Show, which is taking place [dates] in [location]. This event is one of the most significant in the trucking industry, offering unparalleled opportunities for networking, professional development and industry insights.

By participating, I will gain valuable knowledge and skills that align with our objectives, including [specific goals]. The sessions on [mention relevant topics] will directly enhance my ability to contribute to our team’s success.

Moreover, I plan to share the insights and strategies I learn with the team, ensuring the entire department benefits from this experience. I’ve also looked into ways to minimize costs, such as [mention cost-saving measures].

I’m confident the value I will bring back will far exceed the investment in my attendance. Thank you for considering my request, and I’m happy to provide any additional information you require.

Best regards,  
[Your Name]