Dear <Insert Manager’s Name>

I discovered an excellent business opportunity that I believe would greatly benefit [Company Name]. I am interested in attending the [PBS South](https://www.imengineeringsouth.com/en/show-info/show-brands/pbs-south.html) trade show. The show will take place June 4-6, 2024, at the Charlotte Convention Center in Charlotte, North Carolina.

There are plenty of opportunities to see industry-leading companies and the new dry processing and handling solutions that will be on the show floor.

I will also have the chance to listen in on a variety of education sessions hosted by industry experts that cover the latest trends and insights in the medical field. A few sessions I’m interested in are \_\_\_\_\_\_\_\_\_ [(find sessions here)](https://imesouth24.mapyourshow.com/8_0/explore/session-gallery.cfm).

PBS South is the leading Southeast event where technology and innovation meet to set the course for the future of bulk processing. With over 3,000 attendees and more than 350 exhibitors spread out across the show floor, this show brings in some of the top executives, engineers, and industry professionals eager to build valuable and lasting partnerships.

Here are some of the companies that will be exhibiting:

|  |  |
| --- | --- |
| * Nikon
 | * JR Automation
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| * Carclo
 | * Ellsworth Adhesives
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| * Qosina
* THK
 | * And many others
 |

Registration is completely free with the option of upgrading to a conference pass that gives me additional access to exclusive education sessions and networking opportunities.

Here is the cost breakdown for the event:

* Expo Pass: Free
* Conference Pass: \_\_\_\_\_\_\_
* Hotel: \_\_\_\_\_\_\_\_
* Roundtrip Airfare: \_\_\_\_\_\_\_\_
* Transportation: \_\_\_\_\_\_\_\_\_
* Other (Meals, Per Diem, etc.): \_\_\_\_\_\_\_\_\_
* Total Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_

I believe that I will leave the trade show with meaningful connections with potential partners, a deeper understanding of the current and future state of the industry, knowledge of the innovative products that can best benefit our company and the industry, and major professional and industry development that will make me a greater asset to the company.

Thank you for considering this proposal. I’m happy to discuss further on why attending PBS South will be a valuable investment for [Company Name].

Very Respectfully,

[Insert Name]