*You can use the letter below as a template cover letter along with the supporting documents. Just complete the areas in blue to make the letter relevant to your company and job role.*

Dear XXX,

I would like to attend the 2017 edition of the Africa Food Manufacturing Exhibition taking place on 22-24 April 2017, in Cairo, Egypt. The exhibition welcomes over 8,000 visitors and 250 exhibitors, providing me with a great platform to meet potential suppliers and clients for our company.   
  
The event also offers educational seminars and technical workshops that are directly applicable to my work and will enable me to learn from a variety of industry experts. Many of the presentations are tailored to the <Insert your primary function here i.e. marketing professional, operations professional, finance professional> and provide information on how to <insert benefits/lessons here, for example: reduce costs, increase reach, improve processes by utilising new products and technologies.>.

I am/am not seeking sponsorship for my travel expenses to the event. (If yes:) I have calculated the cost of attending the exhibition in more detail on the enclosed ‘Expense Calculator’ but here is the breakdown cost of attending Africa food Manufacturing 2017:  
  
Entry: **Free** *(register for free entry* [*here*](https://www.africa-foodmanufacturing.com/en/Visit/Pre-Register111.html)*)*

Roundtrip Airfare: <EGPxxxx>  
Transportation: <EGPxxxx>  
Hotel: <EGPxxxx>  
Meals: <EGPxxxx>  
  
The opportunity to create new contacts and develop my knowledge of <your area of expertise> makes my attendance at the Africa Food Manufacturing Exhibition extremely valuable for both my professional development and the development of the company.

I look forward to receiving your response.  
  
Sincerely,  
  
<your name here>