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 30th anniversary of the advanced manufacturing trade show, **MD&M Midwest** (formerly Advanced Manufacturing Minneapolis). The show takes place October 21 -22, 2025, at the Minneapolis Convention Center in Minneapolis, Minesota.

MD&M Midwest is the Midwest’s largest annual end-to-end design and manufacturing event with over 5,000 attendees and more than 575 exhibitors showcasing their cutting-edge technologies. This show brings in some of the top executives, engineers, and industry professionals to build valuable and lasting partnerships in medical, life-critical, and advanced manufacturing.

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).

Here are just a few of the companies that will be exhibiting:

|  |  |
| --- | --- |
| * Aven | * Biomerics |
| * Cirtec Medical | * Mantle |
| * Nelson Labs | * Nikon Protolabs |
| * Protolabs * Veritiv | * Qosina * [And many others](https://imewest25.mapyourshow.com/8_0/explore/exhibitor-gallery.cfm?featured=false) |

Here is the cost breakdown for the event:

* Expo Pass: Free (until October 20)
* Conference Pass: \_\_\_\_\_
* Workshop Pass: \_\_\_\_\_\_\_
* Hotel: \_\_\_\_\_\_\_\_
* Roundtrip Airfare: \_\_\_\_\_\_\_\_
* Transportation: \_\_\_\_\_\_\_\_
* Other (Meals, Per Diem, etc.): \_\_\_\_\_\_\_\_\_
* Total Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_

Through this experience, I will leave MD&M Midwest with meaningful connections with potential partners, knowledge of the innovative products our company can target, and major professional and industry development that will make me a greater asset to the company.

Here are some of the things that I look forward to learning and bringing back to the company:



When I return from the show, I will hold a post-conference to share highlights of the event and develop a strategy for putting this knowledge into action.

Thank you for considering this proposal. I’m happy to discuss further why attending MD&M Midwest will be a valuable investment for [Company Name].

Very Respectfully,

[Insert Name]