

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 2019 edition of the Sahara International Agriculture Exhibition taking place on 9-12 September 2019, in Cairo, Egypt. The exhibition welcomes over 20,000 visitors and 200 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 Sahara International Agricultural Exhibition:

Entry:	Free (<i>register for free entry here</i>)
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 Sahara International Agricultural 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>