

NPE2027 Justification Letter Template

Subject: Travel Request: NPE | May 3-7, 2027

<Supervisor's Name>,

I would like to attend [NPE: The Plastics Show®](#) -taking place May 3-7, 2027, in Orlando, Florida. This event provides <insert company name> with direct access to the latest technologies, suppliers, and market trends in one location – saving us the time and cost of several site visits.

NPE® is the largest plastics trade show in the Americas, featuring more than 2,200 exhibitors across 1.1 million square feet (102,000+ sqm) of exhibit space. It brings together the entire plastics ecosystem – from materials and advanced machinery to sustainable solutions and end-use applications. Produced by the Plastics Industry Association and held once every three years, NPE® offers a rare, high-impact opportunity to see where our industry is headed.

While I'm there, I'll:

- Evaluate new equipment, materials, and solutions relevant to our current and future projects, including hands-on demos and live equipment runs that let me compare performance across suppliers
- Access 90+ education sessions, covering top industry trends
- Meet directly with [exhibitors](#) and current partners such as <insert key companies> to explore collaboration opportunities and strengthen existing relationships
- Identify cost-saving opportunities and process improvements we can bring back to the team

NPE® will also feature 99,000+ square feet (92,000+ sqm) of [recycling and sustainability](#) displays, across its full-scale Recycling Demo Areas, Technology Zones, and the new Sustainability Park. Given our focus on <insert relevant priority, i.e., sustainability, recycling, circularity, or efficiency>, it's a chance to explore practical solutions, emerging technologies, and best practices firsthand.

Cost Breakdown:

Registration Fee: <\$xxx> (increases to <XXX> after the January 22 early-bird deadline)

Roundtrip Airfare: <\$xxx>

Ground Transportation: <\$xxx>

Hotel: <\$xxx>

Total cost to attend: <\$xxx>

NPE2027 is a once-every-three-years opportunity to see the entire plastics industry in one place. I appreciate your consideration and look forward to discussing this opportunity with you.

Thank you,
<your name here>