



Dear [Supervisor's Name],

I am writing to request approval to attend the GCCA African Cold Chain Conference, taking place September 2–3 in Johannesburg, South Africa, hosted by the Global Cold Chain Alliance (GCCA).

GCCA is the leading trade association for the temperature-controlled supply chain industry, and its programming is built specifically for professionals in our field. This conference covers integrated cold chain logistics, trade policy under the African Continental Free Trade Area, food loss and postharvest research, and association updates, which is directly relevant to the work I do here.

Attending will benefit both my professional development and our team in concrete ways.

The sessions are led by expert practitioners with deep experience in temperature-controlled logistics, giving me an industry-specific perspective I can apply immediately to how we run our facility. GCCA curates programming based on what is most relevant to the industry right now, including opening remarks from GCCA President & CEO Sara Stickler and a keynote from DP World's Chief Commercial Officer on scaling cold chain logistics across Africa, and the conference's plenary and panel sessions bring together peers and decision makers facing the same operational challenges we do, which makes the networking time as valuable as the sessions themselves.

I plan to share key takeaways with the team through a brief recap afterward, so the value extends beyond my individual participation.

The registration fee is \$399 for GCCA Warehouse & Transportation members (\$549 for non-members) at the standard rate. More information is available at gcca.org/events/gcca-african-cold-chain-conference/about.

Thank you for considering this request. I am happy to discuss how this event aligns with our current priorities.

[Your Name]

[Title]