



Dear [Supervisor's Name],

I am writing to request approval to attend the GCCA Cold Chain Connection Northeast, taking place October 14–15 at the Hilton Philadelphia at Penn's Landing in Philadelphia, PA, 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 event covers technology & innovation, market trends, protein and agribusiness outlook, 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 an association update from GCCA President & CEO Sara Stickler and a Trends & Business Insights panel on the forces reshaping cold chain and food logistics, and the event's Cold Chain Café roundtables bring together peers 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 \$449 for GCCA members (\$749 for non-members) in the Warehouse & Transportation category. More information is available at gcca.org/event/gcca-cold-chain-connection-northeast.

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

[Your Name]

[Title]