October 26, 2022

Dear [Supervisor’s name],

This is a request for approval to attend the 2023 ACT (Advanced Clean Transportation) Expo, taking place May 1-4, 2023, in Anaheim, California. Now in its 12th year, ACT Expo is the official annual meeting place for fleet transportation executives focused on achieving both economic and environmental sustainability. More than 8,500 attendees are anticipated to participate in the four-day conference will feature executive panels, workshops, and keynotes that provide fleet operators real-world insights into the major trends, unprecedented funding opportunities, and innovative technologies transforming the commercial transportation sector.

By attending ACT Expo I’ll be joining the who’s who of advanced clean transportation at the most
important industry gathering of the year to get the latest on key drivers that are moving the nation's fleets to low- and zero-emission vehicles and renewable fuels.

**Benefits of Attending:**
• Fleet-to-Fleet Education
• Funding and Regulatory Details
• Insights from Top Executives
• Largest Display of Advanced Commercial Vehicles
• Unmatched Networking
• Product Debuts & Major Announcements
• Ride & Drive Event
• Largest Advanced Transportation Exhibit Hall

(OPTIONAL)

I am planning to attend the following sessions and workshops, which directly relate to the (ENTER DESCRIPTION) project I’m currently working on:

* Session name
* Session name

Below is an estimated cost breakdown to attend ACT Expo 2023:

Registration fee: {$XXX}

Airfare/Transportation: {$XXX}

Hotel: {$XXX}

Meals: {$XXX}

**Total cost: {$XXX}**

Following the conference, I plan to share the key insights I have learned with my colleagues. I assure you that my attendance at ACT Expo 2023 is a wise investment that will bring considerable value to [company/organization].

Thank you for your consideration,

[Your name here]