October 25, 2023

Dear [Supervisor’s name],

This is a request for approval to attend the 2024 ACT (Advanced Clean Transportation) Expo, ACT Expo is North America’s largest conference and expo showcasing solutions that drive economic and environmental fleet sustainability. Annually, ACT Expo combines the best educational content in the industry with a massive exhibit hall showcasing the most innovative technologies on the market today. In its 13th year, ACT Expo will take place May 20-23, 2024, at the Las Vegas Convention Center and is expected to assemble more than 12,000 attendees and 2700 fleets seeking strategies for the advanced vehicle and alternative fuels transition.

By attending ACT Expo I’ll be joining the who’s who of transportation for a week of education, networking, and discovery. Gain insight into the regulations, funding programs, technologies, and trends advancing clean transportation solutions at the largest advanced commercial vehicle technology event.

**Benefits of Attending:**

* Hear real-world case studies from fleets adopting new technologies, including battery-electric, hydrogen fuel cell, renewable fuels, efficiency technologies, and more.
* Gain insight into the ever-evolving regulatory and funding landscape for fleets of all applications and sizes.
* Access 250+ advanced clean vehicles on display & meet in-person with hundreds of leading OEMs and suppliers.
* Get a live firsthand look as the largest players in the industry announce new vehicles, products, & partnerships.
* Take a test drive in 40+ advanced trucks, buses, and vans at the Ride & Drive event.

(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 2024:

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 2024 is a wise investment that will bring considerable value to [company/organization].

Thank you for your consideration,

[Your name here]