[Date]

Dear [supervisor’s name],

**This is a request for approval to attend the 2017 Advanced Clean Transportation (ACT) Expo, North America’s largest clean fleet event taking place May 1-4, 2017 at the Long Beach Convention Center in Southern California.** All weight classes and alternative fuel types are represented at ACT Expo—electric, hybrid, hydrogen, natural gas, propane autogas, and renewable fuels—providing a true one-stop clean transportation experience.

During the four-day event, public and private fleet operators will share why they are continuing to push forward with alternative fuels and efficiency technologies despite recent plummets in oil prices—including long-term fuel price stability, lower emissions, new business opportunities, and more.

**ACT Expo registration includes:**

* [**Conference Pass**](http://www.actexpo.com/agenda) **-** 4 days of educational sessions and workshops.
* [**Expo Hall**](http://www.actexpo.com/expohall) **-** 200+ exhibitors featuring the wide range of alternative fuel and efficiency solutions.
* **Catered Networking Events – ability to connect** with 3,500+ clean transportation stakeholders
* **Post-Event Resources -** Access to download 100+ speaker presentations

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
* Session name

Estimated cost breakdown to attend ACT Expo 2017:

Registration fee: {$XXX}

Airfare: {$XXX}

Hotel: {$XXX}

Transportation: {$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 2017 is a wise investment that will bring considerable value to [company/organization].

Thank you for your consideration,

[Your name here]