[Date]

Dear [supervisor’s name],

**This is a request for approval to attend the 2020 Advanced Clean Transportation (ACT) Expo, North America’s largest clean fleet event taking place May 11–14, 2020 at the Long Beach Convention Center in Southern California.** Connected vehicle technologies, fuel efficiency improvement strategies and equipment, and drivetrain electrification are focal points at ACT Expo, set against the backdrop of increased use of alternative fuels, innovative powertrain solutions and economic & environmental fleet sustainability.

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. ACT Expo will explore six key themes: Urban Mobility, Goods Movement, Connected Fleet, Gaseous Fuels, Commercial EV’s and Vehicle Efficiency.

**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) **-** 250+ exhibitors featuring the wide range of alternative fuel and efficiency solutions.
* [**Catered Networking Events**](https://www.actexpo.com/register) **– ability to connect** with 4,000+ clean transportation stakeholders
* [**Post-Event Resources**](https://www.actexpo.com/about) **-** Access to download 150+ 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

Below is an estimated cost breakdown to attend ACT Expo 2020:

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 2020 is a wise investment that will bring considerable value to [company/organization].

Thank you for your consideration,

[Your name here]