**[current date]**

Dear [Supervisor’s name],

This is a request for approval to attend the 2026 ACT 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. Now in its 16th year, ACT Expo will take place May 4 – 7, 2026, in Las Vegas, Nevada, at the Las Vegas Convention Center and is expected to assemble more than 12,000 attendees and 2,400 fleets seeking strategies for the advanced vehicle and alternative fuels transition.

By attending ACT Expo I’ll join the industry’s top fleet and commercial transportation leaders for four days of high-impact learning, networking, and discovery. ACT Expo provides actionable insights on the trends, technologies, and policies transforming commercial fleet operations, equipping our team to stay competitive in a rapidly evolving market.

**Benefits of Attending:**

* Gain firsthand strategies from fleet leaders deploying advanced vehicles, renewable fuels, AI-driven systems, autonomous technologies, and software-defined platforms across every duty cycle.
* Explore 200+ advanced commercial vehicles on display, from renewable-fueled, hydrogen, and battery-electric models to autonomous and connected platforms.
* Connect with 500+ exhibitors spanning OEMs, technology innovators, energy providers, and infrastructure partners in the industry’s largest Expo Hall.
* Be the first to see major launches of vehicles, products, and partnerships announced live on the show floor.
* Get behind the wheel at the Ride & Drive, experiencing how next-generation vehicles perform in real-world fleet conditions.
* Stay ahead of funding and policy trends with direct updates on the regulatory and incentive landscape shaping fleet decisions.

(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 2026:

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 2026 is a wise investment that will bring considerable value to [company/organization].

Thank you for your consideration,

[Your signature/info here]