

## Fleet Policy Workshop - Justification Letter

NAFA has created the below sample letter for you to personalize for gaining approval to attend from your supervisor.

To:  
From:  
Re: Fleet Policy Workshop Attendance

I am requesting approval to attend NAFA Fleet Management Association's upcoming [Fleet Policy Workshop](#), taking place October 7-9 in Indianapolis, IN. This interactive program is designed for fleet professionals, like me, to learn best practices and fundamentals for crafting comprehensive fleet management policies.

This program will focus on the full cycle of policy for fleets, including strategy, development, implementation, and assessment. In particular, I'd like to focus on learning more about *<add relevant topics here, e.g. Policy Writing, Compliance, Audits, or other>*.

By attending, I will gain valuable insights from fleet policy experts and will return with policy templates we can immediately put into place. Registration for this program is well worth the ROI we will see by having efficient, safe, and effective policies within our fleet operations. Plus, early bird registration is available through August 9th, so we can save \$50 by registering now.

Here's an approximate breakdown of this investment:

- **Airfare:** *[\$[calculate fee via travel site/airline webpage]*
- **Hotel:** *[\$[calculate fee on [hotel room block page](#)]*
- **Transportation:** *[\$[calculate ridesharing/taxi/etc. cost]*
- **Meals:** *[\$ [registration includes two breakfasts and two lunches (Tuesday and Wednesday)]*
- **Registration Fee:** *[\$[calculate fee [NAFA site](#)]*

**TOTAL: *[\$[insert]***

Upon return to the office, I will submit a report that will include an executive summary, major takeaways, tips, and a set of recommendations based on what I gathered during the Policy Workshop. I also can share relevant information with my colleagues.

Thank you for your consideration. I look forward to your reply.

Regards,  
<Your name>