

2026 Fleet Policy Workshop - Justification Letter

If sending an email to your supervisor will assist you in getting approval to attend NAFA's [Fleet Policy Workshop](#), check out the below justification letter template for you to customize and personalize.

To:
From:
Re: Fleet Policy Workshop Attendance

I am requesting approval to attend NAFA Fleet Management Association's upcoming virtual [Fleet Policy Workshop](#), taking place February 23-25. This interactive program is designed for fleet professionals, like me, to learn best practices and fundamentals for developing, auditing, and assessing fleet management policies. In particular, I'd like to focus on learning more about *<add relevant topics here, e.g. Policy Writing, Driver Policies, Compliance, Audits, or other>*.

Over three days of convenient online learning, I will ensure the future stability of our fleet by learning the best policies and strategies for approaching policy writing, needs assessment, driver policies, internal and regulatory compliance, and more. The fleet policy experts instructing the course will help ensure our fleet's operational efficiency, safety, and cost-effectiveness in the short and long term.

Due to the structure of this program, I will not have to take time off from work—it only requires the dedication of three hours per day over three days, which I can do from the office. Upon conclusion of the event, 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.

Registration for this program is well worth the eventual ROI we will see down the line by having effective and proper policies implemented for our operations. Plus, early bird registration is available through January 24th, so we can save by registering now.

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

Regards,
<Your name>