2027 Fleet Policy Workshop — Attendance Justification Letter

To:

From:

Re: Request to Attend NAFA's Fleet Policy Workshop

I'm requesting approval to attend NAFA Fleet Management Association's virtual Fleet Policy Workshop, taking place February 2–4, 2027, from 1:00 to 4:00 p.m. ET each day.

The workshop covers practical strategies for writing and implementing fleet policies, assessing operational needs, improving compliance, and conducting policy audits. It also addresses regulatory considerations for government and corporate fleets, as well as policies for unionized workforces. These topics would help me identify opportunities to strengthen our fleet's safety, efficiency, and compliance.

The program requires three hours per day over three days, so I can attend without taking time off. Afterward, I'll share the key takeaways and relevant recommendations with my colleagues. *[If you have a CAFM, please add: The workshop also offers nine hours of CPE credit that may be applied toward CAFM recertification.]*

Registration savings are available through January 15, 2027. I believe the workshop would be a valuable investment in developing and maintaining effective fleet policies.

Thank you for considering my request. I look forward to your response.

Regards,

[Your name]