

2019 Australasian Fleet Conference & Exhibition

Request for Approval Letter

If you need help obtaining budget approval, here is a customisable **Request for Approval letter** that you can cut and paste and send in an email to your supervisor

NAME HERE

I am interested in attending the 2019 Australasian Fleet Conference & Exhibition, taking place May 22nd to 24th 2019 at Sandown Raceway and the Melbourne Convention and Exhibition Centre in Melbourne. As the largest fleet event in Australasia, targeting all levels of fleet, the training offered at this conference will focus on strategies such as improving efficiency, driver training and education, effective communication skills and using technologies to improve operations.

The conference has outlined a number of educational session topics, some of which I have listed below:

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The exhibition has a large focus on sharing ideas with peers during formal networking time. I will be able to learn and get ideas from the leading fleets from across the country. I believe the flow of information, training sessions and opportunities to meet one-on-one with field experts and colleagues will help us address some of our current challenges in new ways.

The full conference pass includes 3 days with 20+ educational sessions, 35+ speakers and 40+ exhibitors. It includes 3 morning & afternoon teas, 3 lunches, the Conference networking dinner and plated breakfast on the final day. To keep us in budget, a discounted hotel room rate is offered to attendees.

I would need to move on this quickly so I can reserve a hotel room before they sell out. Also, if I register early I can take advantage of the early bird pricing.

Please let me know if I can move ahead with attending this conference. Thank you.

Sincerely,

YOUR NAME