[Date]

Dear [Name of Supervisor]

I am seeking approval for funding to participate in the Green Transportation Summit & Expo (GTSE), happening on August 20-22, 2024, in Tacoma, Washington.

This event is a key gathering point for professionals in the clean fuels domain, particularly those involved in managing, operating, and maintaining fleets across various sectors, including corporate, municipal, and private entities.

The GTSE offers a rich array of educational sessions and showcases technological advancements that directly address the challenges and opportunities we face in our sector. Key areas of focus for this year's conference include:

* Our Educational and Hands-On Sessions cover topics, such as the following:
Fleet Sustainability & Decarbonization
* AI Technology & Transportation Impact
* Cybersecurity in Transportation
* Workforce Development & Technical Training
* Alternative Fuels & Heavy/Medium Duty Decarbonization
* Energy Resilience & Utility Programs
* Zero Emission Infrastructure & Transportation Policy
* Community Impact & Sustainable Transportation Challenges

Specifically, I am particularly keen on attending the following sessions:

*

For detailed information, I would recommend contacting Brian Trice at info@gtsummitexpo.com.

Below is an estimate of the total expenses for my participation:

|  |  |
| --- | --- |
| **Item** | **Estimated Cost ($)** |
| Conference Registration | 599.00 |
| Clean Cities Member Discount | [Discount Amount] |
| Roundtrip Airfare | [Cost] |
| Local Transportation | [Cost] |
| Hotel Stay | [Cost] |
| Meals | 245.00 |
| **Total Estimated Expense** | [Total Cost] |

Attending this summit is crucial to [organization name] staying informed about the latest developments in sustainable transportation. We will be able to further establish our leadership in the field of clean transportation through the knowledge I obtain at GTSE.

I am confident that the benefits and insights gained from this conference will significantly surpass the total investment of $XXX.XX. I am ready to provide any further information you may require to support this funding request.

Thank you for considering my application.