To share this with your manager, just copy and paste.

To: [insert first name]

Subject Line: **Here’s why I can’t miss Work Truck Week 2026**

I’d like to request approval to attend Work Truck Week 2026 (WTW26) March 10–13, in Indianapolis. As North America’s largest work truck event, WTW is the place where people who design, build, use and maintain work trucks and equipment gather to see the industry’s latest products and technology, learn from one another and discuss how to improve the future. I’ll have access to over 500 industry representatives ready to help us solve our challenges.

The exhibit hall will also provide me with access to Ride & Drive, an opportunity to test-drive commercial vehicles featuring the latest advanced technology and fuel, sustainability offerings and propulsion systems. Participating vehicles incorporate advancements that promote reduction of fuel use, greenhouse gases or particulate matter.

In addition to the exhibit hall, there are numerous educational sessions that cover a wide range of topics related to the vocational fleet community. Green Truck Summit and educational sessions begin March 10, and the exhibit hall is open March 11–13.

This event is the place to see the latest vocational trucks and equipment, talk one-on-one with product engineers, get the latest developments from leading chassis OEMs, and explore advanced vehicle technologies.

Attending WTW26 will help me with these projects:

* (add project or initiative)
* (add project or initiative)

See below for a breakdown of costs. Please note that if I register prior to February 13, I will receive advance registration pricing.

• Registration fee (including add-ons and options): [$XXX]
• Airfare: [$XXX]
• Round-trip transportation between airport and hotel: [$XX]
• Hotel: [$XXX]
• Meals: [$XXX]
• Total: [$X,XXX]

If given the chance to participate, I’ll share additional details, including sessions I plan on attending and the value it’ll bring to our company. After the event, I’ll provide a summary of major takeaways, best practices and recommendations to optimize our fleet operations.

Thank you for considering this request. I look forward to your reply.

Regards,
(Insert Name/Signature Here)