[Date]

[Supervisor’s name]

[Title] [Company name]

[Postal Address]

[City, State, Zip]

Dear [Supervisor's Name],

I am requesting support for the hotel and travel expenses to attend the Powerfleet Heartbeat 2022 Conference, October 31-November 1 2022, in Nashville, TN. Below is the justification in value for my request:

1. At Powerfleet Heartbeat 2022 I will meet and hear from the new Powerfleet executive team on the company vision, commercial strategy, and product roadmap.
2. I will participate in a Customer Advisory Board (CAB) to further understand where the solution is heading, learn from my peers, and have direct influence into the roadmap. This type of influence doesn't come about every day. The insights I gain and influence I'm able to have will impact our [Insert value, personal growth, bottom line, ROI, etc].
3. There's an opportunity to meet with the Powerfleet executive and sales teams, which will result in a stronger partnership between our organization and Powerfleet.
4. This event will bring together like-minded businesses in the industry. Networking with individuals from those organizations could introduce me to new technology and practices to improve our business operations and performance.

The conference itself is free of charge. The total price for attending this event will be [insert price].

Here is the breakdown of the costs:

* Roundtrip Airfare: \_\_\_\_\_\_\_\_\_\_
* Transportation: Uber/Taxi \_\_\_\_\_\_\_\_\_\_\_\_ • Hotel: ($249 per night Group Rate) \_\_\_\_\_\_
* Meals: The welcome reception, breakfast, lunch, and snack breaks will be covered by Powerfleet. Some individuals may wish to eat more. \_\_\_\_\_\_\_\_
* Conference registration: This is free of charge.

I hope you agree that my attendance at Powerfleet Heartbeat 2022 is a wise investment, which will yield rich dividends for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.