

## 2025 Fleet Policy Workshop - Justification Letter

Need approval from your supervisor to attend NAFA's [Fleet Safety Symposium](#)? Use the below justification letter template for you to customize and personalize.

To:

From:

Re: Fleet Safety Symposium Attendance

I am requesting approval to attend NAFA Fleet Management Association's upcoming [Fleet Safety Symposium](#), taking place June 2-3 in Austin, TX. This program will equip me with modern best practices for safety in commercial fleets, and will provide an opportunity for me to earn a Fleet Safety Certificate.

Over two days, I will gain strategies for increasing our fleet's overall safety by learning how to foster a culture of safety, understand the role of technology, and improve driver engagement and communication. Specifically for our fleet, I am eager to learn about *[add relevant topics here, e.g. modern fleet technology, safety policies, KPIs, etc.]*.

Upon conclusion of the event, I will submit a report that will include an executive summary, major takeaways, tips, and a set of recommendations based on what I gathered during the Safety Symposium. I also can share relevant information with my colleagues.

Registration for this program is well worth the investment – ultimately, being better informed of policies, communication strategies, technologies, and safety culture will help keep our fleet, team, and community safer. Early bird registration is available through May 19, so we can save by registering now. I have broken down the potential cost of my attendance below:

- *Registration: [insert registration price here based on membership status]*
- *Travel: [insert price of travel based on your origination location]*
- *Hotel: [NAFA hotel room block is available at \$144 per night until May 9th]*
- *Food and Beverage: [include per diem provided by your organization - lunch is included with registration for June 3]*
  - *Total: \$[insert total]*

Thank you for your consideration. I look forward to your reply.

Regards,  
<Your name>