SAMPLE REQUEST TO ATTEND LETTER

You can copy and send the letter below to your approving manager

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Dear [Approving Manager] :

I would like your approval to attend **The Cop Fleet Forum**, an event on managing police vehicle fleets, May 12-14, 2025, in Ft. Worth, Texas. There will be no cost to the agency.

The event covers topics that should help us improve our overall fleet operations:
• Reducing fuel costs and maintenance expenses for our vehicles,
• Lowering capital costs by extending useable vehicle life and vehicle time-on-the-road,
• Advancing officer driver safety with several available new technologies,
• Planning vehicle and parts supply issues and evaluating future EV police cars.

I will be able to share best practices and metrics with other agencies there, including:
- Los Angeles County Sheriff, Palm Beach, Broward Counties (FL), Cobb County (GA),
- Colorado State Patrol - Detroit, Kansas City, Las Vegas, Memphis, and Raleigh PDs.

The costs are fully covered by a law enforcement grant provided by the event organizer, covering airfare, lodging, and meals during the conference. This organizer has provided grants for 15 years to over 150 other agencies. A Certificate of Completion is supplied.

I believe this trip will greatly benefit our agency. I will bring back ideas from experts and colleagues that we can use right away to improve our own fleet's safety and efficiency.

I would travel on Monday, May 12 and return home on May 14.
I hope you will approve my attendance at this important event.

Sincerely,