**JUSTIFICATION LETTER: Attending Commercial Vehicle Forum 2018, Pune**

*Customize this letter/email to fit your situation and needs*

<Supervisor Name>,

I would like to get your approval for attending *Commercial Vehicle Forum 2018* at The Westin in Pune on 26th April 2018. This event gathers over 300 of the top commercial vehicle professionals in India to discuss relevant and timely topics, as well as future challenges and opportunities.

There is no other conference where I will have the chance to learn about the latest and emerging technologies impacting our business. By attending CVF, I will have the opportunity to surround myself with the best talent in the commercial vehicle industry—which will expand my skills and increase our business productivity and intelligence. It is important that we are at this event, and I hope that you will approve my attendance.

CVF represents an unparalleled opportunity for gaining knowledge and networking during the intense one day program, which includes keynote speakers, expert panel discussions, case studies and presentations. As part of my registration fee, I will also be able to take advantage of numerous peer-to-peer networking opportunities with industry colleagues and experts.

In addition to the education, I will also be able to meet with organizations who will be showcasing their latest innovations at the venue.

Below is the approximate cost of attending for your review:

Airfare: INR

Hotel: INR

Registration: INR

Misc.: INR

**Total: INR**

Please let me know if you have any questions, and thanks in advance for your support in my professional development.

Sincerely,

<Your name >