**Subject:** Request to attend XPONENTIAL 2022 this April

Dear [INSERT SUPERVISOR NAME],

As you know, keeping up with the latest developments in autonomy is critical to our success. I’ve been doing some research into ways to stay ahead of the curve, and XPONENTIAL consistently comes up as a can’t-miss event for our industry. I’d like to request your approval to attend as a representative of [INSERT COMPANY NAME].

XPONENTIAL has a reputation for gathering thousands of the industry’s top minds each year—from executives, to engineers, to policymakers, to end users. It offers a rare opportunity to explore the latest technology, meet new partners, and learn and problem-solve alongside peers from around the world.

Last year XPONENTIAL successfully ran a hybrid experience with careful health protocols to keep their attendees safe. This year, they’re building on that success and welcoming attendees back for a full, in-person event April 25-28 in Orlando. That means this is one of our first opportunities in almost two years to get face time with our partners and customers.

XPONENTIAL 2022 includes keynotes, educational sessions, specialized workshops, and an XPO Hall with 650+ exhibits. The theme is “Autonomy Meets Society,” which means I’ll have to opportunity to explore implications and applications for autonomous tech in daily life. I’ll also be able to select sessions that relate to my role and connect with other attendees who can help [INSERT COMPANY NAME] achieve our goals this year.

Based on my review of the program, here are the top three opportunities that will most directly impact my work and benefit our organization:

1. [INSERT HIGHLIGHT #1: SESSION, WORKSHOP, KEYNOTE, OR EXHIBITOR]
2. [INSERT HIGHLIGHT #2: SESSION, WORKSHOP, KEYNOTE, OR EXHIBITOR]
3. [INSERT HIGHLIGHT #3: SESSION, WORKSHOP, KEYNOTE, OR EXHIBITOR]

Finally, here is a brief estimate of the total cost to attend:

Registration: $\_\_\_\_ [[Click here to select your registration level]](https://www.xponential.org/xponential2022/public/Content.aspx?ID=3787&sortMenu=106000)

Flight: $\_\_\_\_ [[Click here to see official hotel and travel deals]](https://www.xponential.org/xponential2022/public/Content.aspx?ID=3790&sortMenu=101004)

Ground transportation (airport round trips): $\_\_\_\_

Hotel at the discounted event rate (\_\_ nights at $\_\_\_\_/night): $\_\_\_\_ [[Click here to see official hotel and travel deals]](https://www.xponential.org/xponential2022/public/Content.aspx?ID=3790&sortMenu=101004)

Meals (\_\_ days at $\_\_\_\_/day): $\_\_\_\_

Total projected costs: $\_\_\_\_

If you’d like to learn more about XPONENTIAL 2022 you can explore the website [here](https://www.xponential.org/xponential2022/public/Enter.aspx). I’m convinced this event is exactly what we need to take our business to the next level. Can we schedule some time this week to discuss in more detail? Thanks in advance for your support.

Best,

[INSERT YOUR NAME]