

Attending SAE 2020 Hybrid and Electric Vehicle Technologies Symposium

Customize this letter/email to fit your situation and needs

I am seeking your approval to attend SAE 2020 Hybrid and Electric Vehicle Technologies Symposium (Hybrid) in Pasadena, California, from January 28-30, 2020. It is the nation's premier event for hybrid and electric vehicle technology. Now in its 17th year, Hybrid provides vehicle design engineers with the leading technical information needed to stay competitive and meet regulations in an evolving industry. Technology specialists, OEMs, suppliers, researchers, and government officials come to connect and learn about new solutions in the development of electric drive, x-hybrid, and fuel cell vehicles.

As powertrain, transmission technologies, batteries, and electric vehicle technology progress, it is important for me to stay informed on the latest technology, hybridization and electrification solutions, and new emission/energy consumption targets. By attending this event, I will also have the opportunity to network and interact with engineering professionals, regulators, and industry experts.

Benefits of attending:

- Engage in conversations and hear presentations about the latest regulatory happenings and positions
- Network and interact with 350+ leading electric and hybrid-electric vehicle engineers from OEMs and associated supplier companies
- Share and hear ideas for evolving hybrid and electric vehicle technologies
- Enhance my expertise as knowledgeable powertrain electrification experts
- Learn about new products and services available from sponsoring/exhibiting companies

By attending this symposium, I will gain the insight and data I need to perform my job at the highest level. It is imperative that we are present at this event, and I hope that you will approve my attendance.

Below is the approximate cost of attending for your review:

Airfare:	\$
Hotel:	\$
Meals:	\$
Registration:	\$
Total:	\$

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

Sincerely,