**XPO25 - Justification Letter - Attendee**

**Subject:** Request to attend XPONENTIAL 2025 this May

Dear [INSERT SUPERVISOR NAME],

As you know, keeping up with the latest uncrewed and robotic technology is critical to our success. I’ve been researching 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 is known as the technology event for autonomy. It attracts thousands of the industry’s top minds each year—including executives, engineers, policymakers, and end users. It offers a rare opportunity to explore the latest technology, meet new partners, and learn from and problem-solve with peers worldwide.

This year, XPONENTIAL is being hosted May 19-22 in Houston, and it’s all about leveling up our impact in the industry. I think it’s important that our organization is part of that conversation. I’ll also be able to attend major keynotes, participate in hands-on workshops, 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://xponential.org/attendee_registration.cfm)

Flight: $\_\_\_\_ [[Click here to see official hotel and travel deals]](https://xponential.org/book_hotel.cfm)

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

Hotel at the discounted event rate (\_\_ nights at $\_\_\_\_/night): $\_\_\_\_ [[Click here to see official hotel and travel deals]](https://xponential.org/book_hotel.cfm)

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

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

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

Best,

[INSERT YOUR NAME]