



Hello [insert Manager's name]

The Public Works Summit is the leading industry event. It's the one place and time where I can be certain I'll be able to meet the most senior and influential industry professionals. If I had to pick just one event to attend this year, it would be the Public Works Summit. The event takes place in Tucson AZ, November 2-4, 2026.

It's where the national industry comes together not just to do business and forge new contacts, but also to keep up with trends, research and industry innovations.

The event is totally free, and I'll be supported by their event team every step of the way. Below are just some of the reasons why I should attend:

- Custom pre-scheduled business meetings plus countless networking opportunities
- Opportunity to join immersive sessions
- Freedom to organize my own travel and claim a reimbursement (up to the set limit)
- Complimentary accommodations to fit my program dates during the summit
- Unrivaled service and support before, during and after the event, at no cost to our company

As part of a hosted attendee group, the approximate cost for me to attend The Trucking Summit will be:

Registration:	Zero
Airfare:	Zero (within set limit of \$400)
Hotel:	Zero
Meals:	Zero
Other expenses:	[insert estimate]
Total cost:	[insert estimate]

You can learn more about Public Works Summit at [www.https://www.publicworkssummit.com](https://www.publicworkssummit.com).

Thank you for your time. I look forward to hearing from you.

[insert name and signature]