December 4, 2024

Dear [Supervisor’s name],

This is a request for approval to attend the 2025 California Hydrogen Leadership Summit (CHLS), California’s premier hydrogen event that explores the policies, programs, and incentives needed to accelerate production, use, and storage of hydrogen. Annually, CHLS has united the public and private sectors with policymakers in its effort to address climate change, air quality, energy diversity, and conservation. In its 3rd year, CHLS will take place June 3 – 4, 2025 in Sacramento California, USA at the Sheraton Grand Sacramento Hotel and is expected to assemble more than 500 attendees (policymakers, public agencies, transportation stakeholders, technology companies, academia, and non-profit organizations) for discussions on how to use hydrogen for decarbonization and the legislation needed to promote industry growth.

By attending CHLS I’ll be joining the who’s who of the hydrogen sector for two days of education, discovery, and insight into the policies, funding programs, technologies, and conversations on hydrogen solutions at the foremost hydrogen summit in the nation.

**Benefits of Attending:**

* Connect with prominent policymakers and key hydrogen and fuel-cell industry leaders to drive progress on climate and air quality goals.
* Gain insight into hydrogen case studies and real-world projects on the advancements and applications of hydrogen.
* Learn how hydrogen can significantly reduce the carbon footprint, enhance energy security, and align with global sustainability goals, positioning our organization at the forefront of the clean energy transition.

(OPTIONAL)

I am planning to attend the following sessions which directly relate to the (ENTER DESCRIPTION) project I’m currently working on:

* Session name
* Session name

Below is an estimated cost breakdown to attend:

Registration fee: {$XXX}

Airfare/Transportation: {$XXX}

Hotel: {$XXX}

Meals: {$XXX}

**Total cost: {$XXX}**

Following the summit, I plan to share the key insights I have learned with my colleagues. I assure you that my attendance at the 2025 California Hydrogen Leadership Summit is a wise investment that will bring considerable value to [company/organization].

Thank you for your consideration,

[Your signature/info here]