<Date>

Dear <Supervisor’s Name>,

TAPPI is presenting its **2020 Paper Machine Operations Course,** and I am writing to request your approval to attend. This introductory to intermediate-level curriculum will help me build knowledge, gain skills needed to troubleshoot operational problems, improve operations and influence product outcomes. After completing the course, I will be able to demonstrate that I have gained knowledge of:

* How the mechanical components and operations of the paper machine affect the structure of paper and quality
* The design and operating features of the paper machine that affect performance
* Ways to improve paper machine efficiency and product quality based on a new understanding of the overall operation

The TAPPI Paper Machine Operations Course offers unbiased, peer-reviewed content delivered by top-level faculty with exceptional credentials.  Instructors emphasize that you'll find the cost of this training delivers far more value in paper machine efficiency and performance. The content is designed under the leadership of Mr. Jim Atkins, who shares more than 40 years in the paper industry as a consultant and previously in paper mill management with several paper companies. He holds a BS in chemistry from the University of North Carolina. Mr. Atkins is joined by several other instructors with a valuable range of experience in paper machine operations. This event takes place inNeenah, Wisconsin.

The conference fee is $<your rate> for three days that include access to the instructors for Q&A discussions, classroom and workshop sessions, a course notebook and thumb drive, which can be used as a resource back at work.

Below is the approximate cost of my attendance from Tuesday, May 12 to Thursday, May 14, 2020:

Airfare: <$xxx>
Transportation: <$xxx>
Hotel: <$xxx>
Meals: <$xxx>
Conference Fee: $<xxx>
Total: <$xxx>

My attendance at the TAPPI Paper Machine Operations Course can benefit our organization and enable me to bring back new information shared at this training.

Your thoughtful consideration is greatly appreciated.

Sincerely,

<Your Name>