<Date>

Dear <Supervisor’s Name>,

TAPPI is presenting its **2020 Kraft Recovery Operations Course** [ www.tappi.org/kros ],and I am writing to request your approval to attend. This four-day short course is intended to strengthen my knowledge so that I better understand important recovery operations in kraft pulp mills with the objective of helping improve pulp production efficiency, minimize operating costs and reduce environmental impact.

After completing this curriculum, I will be able to demonstrate that I will be able to:

* Describe the kraft recovery process.
* Describe the black liquor evaporator operation and list ways to improve it.
* Identify causes and solutions for recausticizing problems.
* Describe lime returning principles and devise a means to improve kiln performance.
* Identify causes and solutions for recovery boiler problems.
* List the main causes of corrosion in recovery boilers and ways to minimize them.

The course curriculum is delivered by a large team of internally respected experts in the industry, under the leadership of Dr. Honghi Tran, who was recently inducted into the Paper Industry International Hall of Fame, is a TAPPI Fellow, has received numerous other awards, has authored or co-authored more than 290 refereed papers and holds eight patents. Each instructor on this knowledgeable panel is uniquely distinguished.

This event is co-located with the 2020 Introduction to Pulp and Paper Technology Course [ www.tappi.org/ipp ] in St. Petersburg, Florida to maximize networking opportunities for attendees of both events.

The conference fee is $<your rate> for four days that includes access to the instructor for Q&A discussions, classroom presentations, homework, small-group case study sessions alongside the instructors, a course notebook and thumb drive which can be used as a resource back at work, and refreshments for two evening networking events.

Below is the approximate cost of my attendance from Monday, January 13 to Thursday, January 16, 2020:

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

My attendance at the TAPPI Kraft Recovery 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>