<Date>

Dear <Supervisor’s Name>,

TAPPI is presenting its **2018 Tissue 201: Operations and Runnability Course,** and I am writing to request your approval to attend. This two-day short course is intended to strengthen my knowledge so that I might help improve overall tissue machine optimization and troubleshooting – specifically by learning best practices to increase machine efficiency and production and enhance product softness and bulk. After completing the course, I will be able to demonstrate that I have gained knowledge of:

* The causes of machine runnability and sheet quality problems due to furnish, wet-end chemistry, stock approach and headbox set-up.
* The principles for effective cleaning and conditioning of forming and press fabrics.
* The causes of machine runnability and sheet quality problems occurring specifically in the press and dryer sections.
* Yankee dryer operation, including risks and challenges posed by steam systems, hood and especially creping.
* Problems and opportunities in the calender and reel of the tissue machine.

The course curriculum is delivered by a large panel of distinguished experts in tissue operations with curriculum designed under the leadership of Mr. Jeff Peters and Mr. Jim Bell, who have presented this course with TAPPI for several years with consistently positive feedback. This event takes place at the Miron Construction Facility inNeenah, Wisconsin.

The conference fee is $<your rate> for two 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, light breakfast and snacks each day and a social reception.

Below is the approximate cost of my attendance from Tuesday, May 1 to Wednesday, May 2, 2018:

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

My attendance at the TAPPI Tissue 201: Operations and Runnability 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>