<Date>

Dear <Supervisor’s Name>,

TAPPI is presenting its **2018 Tissue 202-Converting Operations Course,** and I am writing to request your approval to attend. This three-day short course is intended to strengthen my knowledge so that I might help improve converting plant productivity and better understand its connected relationship to tissue machine lines. After completing the course, I will be able to demonstrate that I have gained:

1. Basic knowledge of raw material (tissue reel) properties
2. An understanding of each major roll converting sub process
3. Knowledge of how sheet variability impacts each converting sub process
4. An ability to describe impacts of each converting sub process on the final product
5. An awareness of the safety hazards present in typical converting lines

The course curriculum is delivered by a large panel of distinguished experts in converting operations, with curriculum designed under the leadership of Mr. Bruce Janda, who brings nearly 40 years of experience in the paper and nonwovens industry, with specialization in tissue and towel processes and products. Mr. Janda holds 15 U.S. patents and pending patents, all related to tissue and papermaking.

This event takes place at the **Fabio Perini North America facility in Green Bay, Wisconsin**, where participants will utilize the onsite pilot plant for hands-on exercises during the workshop sessions.

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, light breakfast and snacks each day, three lunches and evening receptions on Tuesday and Wednesday.

Below is the approximate cost of my attendance from Tuesday, September 18 to Thursday, September 20, 2018:

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

My attendance at the TAPPI Tissue Converting 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>