<Date>

Dear <Supervisor’s Name>,

TAPPI is presenting its **2019 Introduction to Pulp and Paper Technology Course** [ www.tappi.org/ipp ],and I am writing to request your approval to attend. This four-day short course is intended to strengthen my knowledge so that I gain a broad perspective of the entire pulping and papermaking processes, increase my ability to contribute to improving mill operations, interact effectively with other mill personnel and help me be in a better position to train other employees in what I’ve learned from this course.

After completing the course, I will be able to demonstrate that I will be able to:

* Demonstrate overview knowledge of mill operations, products, process variables, equipment, and terminology.
* Describe examples of how one part of the mill affects another.
* Explain the importance of thinking on a mill-wide basis.
* Discuss how the pulp and paper processes affect product properties and quality.

The course curriculum is delivered by **Dr. Michael J. Kocurek**, who brings more than 50 years of his experience to this course having taught this and other pulp and paper courses for TAPPI, college students and thousands of operators at more than 200 corporations and mills. Dr. Kocurek is the editor of 11 books, including the recognized Pulp and Paper Manufacture series covering the entire field of pulp & paper. He is widely considered one of the most recognized industry educators in the world.

This event is co-located with the 2019 Kraft Recovery Operations Course [ www.tappi.org/kros ] in St. Petersburg, Florida to maximize networking opportunities for attendees of both events.

The conference fee is $<your rate> for four days that includes a copy of the valuable “[Smook Book](http://www.tappi.org/Publications-Standards/Books/Deals/Smook-Book/)” reference manual, access to the instructor for Q&A discussions, a pre-course survey, classroom and workshop sessions, a course notebook and thumb drive which can be used as a resource back at work, and refreshments for an evening networking reception.

Below is the approximate cost of my attendance from Monday, January 7 to Thursday, January 10, 2019:

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

My attendance at the TAPPI Introduction to Pulp and Paper Technology 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>