

[ Date ]

Dear [ Your Supervisor's Name ],

TAPPI is presenting its [ Name of Course ] in [ City, State ], and I am writing to request your approval to attend.

This curriculum will help me build knowledge and gain skills needed to...

[ Review the training description, objectives and learning outcomes and paste information here. ]

- Learning outcome 1
- Learning outcome 2
- Learning outcome 3, etc.

This TAPPI training event offers unbiased, peer-reviewed content delivered by top-level faculty with exceptional credentials. [ Provide summary of instructors' professional education, experience and specialties. ]

The conference fee is \$ [ Your Rate ] for [ # of Days ]. This training includes access to instructors, classroom sessions, and course notes, which can be used as a resource back at work. Below is the approximate cost of my attendance from [ Day of the Week, Month and Day ] to [ Day of the Week, Month and Day ]:

Airfare: [ \$xxx ]  
Transportation: [ \$xxx ]  
Hotel: [ \$xxx ]  
Meals: [ \$xxx ]  
Conference Fee: [ \$xxx ]  
Total: [ \$xxx ]

My attendance at the [ Training Event Title ] 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 ]