<Date>

Dear <Supervisor’s Name>,

TAPPI is presenting its **2021 Tissue 101: Properties and Processes Course in virtual format** and I am writing to request your approval to participate. This two-day course is intended to strengthen my knowledge of tissue performance properties and tissue manufacturing processes. After completing the course, I will be able to demonstrate particular knowledge of:

* Basics of tissue sheet structure and properties, and how the manufacturing process affects performance and design.
* The effect of fiber raw materials on tissue structure and properties, and how to select and apply them to achieve product goals.
* The functions of chemicals in tissue manufacture and how to apply them to increase machine/product performance.
* How each tissue machine process creates/effects tissue structure and properties.
* The most important variables controlling product quality/variability.

The course curriculum is delivered by an exceptional panel of experts in tissue operations who have designed the curriculum under the leadership of Mr. Bruce Janda, who has presented this course with TAPPI for several years with exceptional and consistently positive feedback.

The conference fee is $<your rate> for a five-week training course that includes a weekly live session with instructors for Q&A and discussions, pre-recorded content, classwork and exercises.

My attendance at the 2021 TAPPI Tissue 101: Properties and Processes Virtual 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>