<Date>

Dear <Supervisor’s Name>,

TAPPI is presenting its **2019 Tissue 101: Properties and Processes Course,** and I am writing to request your approval to attend. 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. This event is co-located with TissueCon 2019 taking place in Orlando, Florida.

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 and light refreshments each day.

Below is the approximate cost of my attendance from Monday, September 30 to Tuesday, October 1, 2019:

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

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