<Date>

Dear <Supervisor’s Name>,

TAPPI is presenting its **2022 Paper Machine Operations Course** in Neenah, Wisconsin,and I am writing to request your approval to attend.

This introductory to intermediate-level curriculum will help me build knowledge, gain skills needed to troubleshoot operational problems, improve operations and influence product outcomes. After completing the course, I will be able to demonstrate that I have gained knowledge of:

* How the mechanical components and operations of the paper machine affect the structure of paper and quality
* The design and operating features of the paper machine that affect performance
* Ways to improve paper machine efficiency and product quality based on a new understanding of the overall operation

The TAPPI Paper Machine Operations Course offers unbiased, peer-reviewed content delivered by top-level faculty with exceptional credentials.  Instructors emphasize that you'll find the cost of this training delivers far more value in paper machine efficiency and performance.

The conference fee is $<your rate> for three days that include access to the instructors for Q&A discussions, classroom and workshop sessions, and course notes, which can be used as a resource back at work. Below is the approximate cost of my attendance from Tuesday, April 19 to Thursday, April 21, 2022:

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

My attendance at the TAPPI Paper Machine 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>