

To:

From:

Subject: Lubrication Academy Proposal

Hi **[Insert first name]**,

I received details about Lubrication Academy taking place in **[Insert location]** on **[Insert date]**, 2018, and based on the content and reviews I've seen, I'd recommend we send someone this year. I'm writing to get your approval to attend.

The conference features industry-recognized speakers and will provide me with actionable information I can take home and immediately apply to our maintenance efforts to drastically improve **[add main main]**

This is the perfect opportunity for **Engineer/Maintenance I**

lubrication, selecting and more

In addition

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- Take home a full course I've learned with you

I think attending Lubrication

– **[add project or initiative]**

– **[add project or initiative]**

– **[add project or initiative]**

Here's an approximate breakdown of the conference costs:

Airfare: **[Insert approximate total]**

Transportation (to and from airport and hotel): **[Insert approximate total]**