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 maintenance/lubrication goal for 2018 here].**

This is the perfect opportunity for me to expand my skills as a **[add position i.e. Engineer/Maintenance Manager/Lab Technician etc.]** by increasing my knowledge of lubrication properties, selecting the right lubricants, managing the full lubrication life cycle, selecting the right analysis tests, interpreting analysis results, best practices, new technologies and more. You can view a quick look at a previous event [here](https://www.youtube.com/watch?v=plpVw9iyjvE).

In addition to the full day of speaker presentations, I’ll also get to:

• Network with +100 lubrication obsessed engineers and technicians who are also looking to learn new strategies and tactics for their companies.

• Learn from 10+ lubrication experts - all thought leaders and practitioners who will be sharing their ideas and expertise in speaking sessions, including equipment and oil OEMs and other global companies.

• Take home a full day of presentations and top quality conference notes to share what I’ve learned with you and the rest of the team.

I think attending Lubrication Academy would especially help me on these projects:

– **[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]**

Hotel: **[Insert approximate total]**

Meals (catered meals, snacks and coffee are included during the Lubrication Academy): **[Insert approximate total]**

Registration Fee: **[Insert total]**

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Total: **[Insert approximate total]**

I’d like to register for a ticket early before the price goes up. I’ll be sure to submit a post-conference report or write a blog post that will include an executive summary, major takeaways, tips and pictures from the conference. As well as share all conference presentations and notes with the team.

Thank you for considering this request. I look forward to your reply.

Regards,

**[Insert your name]**