

<date>

Dear <supervisor's name>,

I would like to request approval to attend Doble's "Life of a Transformer" Seminar from February 5-10, 2012 in Lake Buena Vista, Florida. This event is considered the best educational experience in the industry for the latest and most critical knowledge on large power transformers.

Highlights of this event include:

- An intense training experience on all aspects of large power transformers from specification and design to manufacturing, site design and transportation, maintenance and diagnostic testing, end of life assessment and failure analysis.
- <indicate here agenda topics of specific interest to your company>
- The opportunity to get our company's important questions answered directly by industry experts
- A chance to network and develop industry contacts who can be a resource for our company in the future
- The ability to earn Continuing Education Units (CEUs) for attending

The presentations are given by both industry experts and colleagues who have faced similar challenges in maximizing their assets. This information will unquestionably save our company time and money while helping us prevent the possibility of costly failures.

Here is the breakdown of projected costs to attend the February event:

COST	4 Day Attendance	5 Day Attendance
Airfare	Based on your location	Based on your location
Hotel Room	Until January 6 th : $\$145+12.5\%*4 = \652.50 USD After January 6 th : $\$165+12.5\%*4 = \742.50	Until January 6 th : $\$145+12.5\%*5 = \815.62 USD After January 6 th : $\$165+12.5\%*5 = \928.12
Meals	Breakfast and Lunch are provided daily, dinner provided on Sunday. Estimate \$50 each for 3 nights = \$150	Breakfast and Lunch are provided daily, dinner provided on Sunday. Estimate \$50 each for 4 nights = \$200
Transfers Roundtrip via Mears Shuttle Service	\$34	\$34
Doble Seminar Fee	\$1,500	\$1,975
TOTAL Projected Cost (Without Airfare)	Until January 6th: \$2,186.53 USD After January 6th: \$2,426.50 USD	Until January 6th: \$3,024.62 USD After January 6th: \$3,137.12 USD

I sincerely believe that by attending the Doble "Life of a Transformer" Seminar, the benefits to <name of your organization> will be evident both immediately and in the future. I will return with immediately applicable lessons shared between myself, industry experts, and my peers.

Sincerely,

<your name here>