

"[Insert Date]"

Dear "[Insert Supervisor's Name]" :

I would like to request approval to attend TESTOIL's Lubrication and Oil Analysis Fundamentals Training and Lab Tour on May 20-21, 2014 in Cleveland, Ohio. This event is considered one of the best educational experiences in the industry for the latest and most critical knowledge of oil analysis. The training is designed for those seeking to create a world-class oil analysis program.

The first day of the training is presented classroom style and will cover these important topics:

- **The Fundamentals of Lubrication and Wear**
To understand how lubricant selection and condition can affect the performance of your equipment, it is important to understand the fundamentals of lubrication and wear.
- **Oil Analysis Basics**
Oil analysis reports contain a vast array of information about your equipment and lubricant condition. Understanding how the oil tests are performed and what the test data means will allow you to get the most out of your Oil Analysis Program.
- **Managing an Oil Testing Program**
An effective Oil Analysis Program will increase equipment reliability while decreasing maintenance costs. From sampling to report interpretation, this session will show you how to effectively manage your program for maximum benefit.

The second day is an optional lab tour of TESTOIL's state-of-the-art laboratory. This gives attendees an additional day of education in a laboratory setting. Attendees are able to watch as lab analysts perform actual oil analysis testing and are given the opportunity to ask questions and interact in the lab.

This training event is presented by industry experts and analysts who have assisted in the implementation of dozens of new oil analysis programs in a wide variety of industries and are frequently called upon to evaluate and modify existing, non-productive programs. With their experience and knowledge, these instructors will be passing on information to me that will unquestionably save our company time and money while helping us prevent the possibility of costly failures.

I sincerely believe that by attending the Lubrication and Oil Analysis Fundamentals Training and Lab Tour, the benefits to our company 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,

"[Insert Your Name]"

"[Insert Your Title]"