"[**Insert** Date]"

Dear "[**Insert** Supervisor's Name]" :

I would like to request approval to attend Insight Services' Lubrication and Oil Analysis Fundamentals Training on November 11, 2014 in Houston, Texas.   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 classroom-style training 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.

This training 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 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]"