

"[Insert Date]"

Dear "[Insert Supervisor's Name]" :

I would like to request approval to attend "Using PdM Technology to Improve Uptime" training on March 7-8, 2018 at the University of Phoenix in Summerlin (Las Vegas), Nevada. This 2-day class focuses on the benefits of a well-rounded predictive maintenance program. By utilizing the correct monitoring tools on a routine basis, catastrophic breakdowns can be avoided or minimized. We will introduce the various technologies available, how they work best, and challenges faced when implementing a PdM practice at your facility.

The classroom-style training will cover these important topics:

Predictive Maintenance Fundamentals

- Predictive Maintenance (PdM) Overview
- Vibration Analysis
- Infrared
- Motor Circuit Testing Energized and De-energized
- Ultrasound Monitoring
- Balancing and Alignment

Oil Analysis Fundamentals

- Managing a Successful Program
- Maintenance Strategies
- Data Interpretation Fluid Analysis Overview

This training is presented by industry experts and analysts who have assisted in the implementation of dozens of new PdM 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 this training the benefits to our company will be evident immediately. I will return with applicable lessons shared between myself, industry experts, and my peers. I will also receive a certificate for completing the course.

Sincerely,

"[Insert Your Name]"

"[Insert Your Title]"