Dear {Supervisor/Manager}:

I’m seeking approval for registration to attend [***Chemical Engineering’s Bulk Solids Handling Workshop***](http://www.chemengonline.com/bulksolids)on September 14 in Philadelphia. The topics below will allow me to gain knowledge and understanding about how we can improve our processes:

* Bulk Solids Characterization
* Flow of Solids
* Effective Powder Blending
* Managing Electrostatic Hazards during Powder Processing
* Volumetric and Gravimetric Feeder Design to Ensure Reliable Flow
* Pneumatic Conveying

The Workshop is tailored for process, production and design engineers, R&D scientists and other personnel who are responsible for solids handling. I plan to use the Certificate of Completion to apply for Professional Development Hours.

The cost breakdown for my attendance is included below:

* Round-trip Airfare/Train/Transportation:
  + $Check your transportation costs$
* Workshop Fee:
  + $795 ($895 after July 8)
  + Workshop Fee includes Breakfast and Lunch meals.
* Hotel Fee:
  + $199/night (include this item only if you need to stay before/after the event)

The opportunity for me to develop significant contacts and gain knowledge in specific areas of my profession makes my attendance at the Bulk Solids Workshop a wise investment, which will yield rich dividends for the company.

Sincerely,  
{your name}