Dear [supervisor’s name],

I’d like to request approval to attend ACerS Targeted Learning Workshop, Statistical Process Control in Ceramic Processing, at the Sheraton Cleveland Airport in Cleveland, Ohio April 23-24, 2017.

**Here’s what it’s all about**

This course provides an introduction to statistical process control (SPC) and its application to ceramic processing. A number of examples, and the topic of continual improvement will be discussed, using SPC and design of experiments to continually make incremental or large improvements.

I will benefit from two days of highly focused learning in a small class setting. Carl E. Frahme, Ph.D., the instructor, brings fifty years of industrial, consulting, and education experience.

On breaks, I’ll have the chance to network and share ideas with manufacturers, ceramic engineers, and ceramists from across the country. We’re always exploring opportunities to lower production costs, improve productivity and profits – and this workshop will help us do just that.

**Here’s what I’ll learn**

In-depth sessions on statistics and statistical process control, including but not limited to run charts, regression and correlation analysis, process improvement, and Six Sigma; SPC applied to ceramic and glass processing, such as batching, raw materials, material preparation, forming operations, glass processing, machining and more!

Specifically, I’ll be able to apply what I learn to the following projects:

· [Enter project here]

· [Enter project here]

· [Enter project here]

**Here’s what it costs**

Super early bird ticket: [enter registration cost here]

Travel & hotel: [enter travel cost here]

Total: [enter total cost here]

The super early bird rate is only available until April 7, 2017 and the discounted hotel rate is first come, first served, so we’ll get a better deal the sooner I can register.

Thanks for considering my request!

[Enter name]