Dear [supervisor’s name],

I’d like to request approval to attend ACerS Targeted Learning Workshop, Introduction to Additive Manufacturing (AM), 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 additive manufacturing with a focus on ceramics. The course includes a field trip to America Makes Innovation Factory in Youngstown, Ohio where students can experience demonstrations of various AM equipment.

I will benefit from two days of highly focused learning in a small class setting. Roger Narayan, the instructor, is a professor in the joint department of biomedical engineering at the University of North Carolina and North Carolina State University. He is an author of over one hundred publications as well as several chapter books on nanoscale and microscale processing, characterization, and modeling of biological and biomedical materials.

On breaks, I’ll have the chance to network and share ideas with manufacturers, ceramic engineers, and managers from across the country. We’re always exploring opportunities to innovate our manufacturing processes, and improve our client customization – and this workshop will help us do just that.

**Here’s what I’ll learn**

In-depth sessions on introduction and principles of additive manufacturing, advantages over traditional subtractive manufacturing processes, materials, techniques and equipment, industries and applications, a field trip to American Makes Innovation Factory, 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]