Dear [supervisor’s name],

I’d like to request approval to attend ACerS Targeted Learning Workshop, OSHA 10-Hour Industrial Outreach Safety Course, 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 general industry safety as well as health hazard identification, avoidance, control, and prevention.  Upon successful completion of the course, students receive an OSHA 10-hour card issued by the U.S. Department of Labor.

I will benefit from two days of highly focused learning in a small class setting. J. Douglas Jeter, P.E., the instructor, provides forensic investigations for failures of materials and workplace safety incidents, as well as industrial consulting. He brings the knowledge gained from his investigations of industrial accidents, as well as his shop-floor factory experience as an engineer and supervisor, to the classroom.

On breaks, I’ll have the chance to network and share ideas with supervisors, managers, and workers from across the country. We’re always exploring opportunities to improve factory safety, and better understand OSHA industrial safety standards – and this workshop will help us do just that.

**Here’s what I’ll learn**

In-depth sessions on walking and working surfaces, fall protection, exit routes and emergency action plans, fire prevention plans and fire protection, machine guarding, control of hazardous energy (lock out, tag out), personal protective equipment, hazard communication, materials handling, 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]