Subject: Request to Attend ARMS Reliability Summit 2018

Dear [Decision Maker Name],

I would like to request approval to attend the ARMS Reliability Summit that will take place May 8-11th in Austin, TX. The Conference offers 4 days of educational training, presentations, and mentoring from experienced industry practitioners. Unlike many industry conferences, the Reliability Summit is focused on giving attendees exposure to best-practice tools, methods, processes, frameworks, data, and technology – tangible takeaways that can actually be implemented to take our reliability and root cause analysis program to the next level.

The Reliability Summit (https://armsreliability.lpages.co/reliability-summit-2018/) offers comprehensive, cutting-edge educational workshops presented by leading industry speakers. It covers a number of critical maintenance and reliability issues and emerging concepts facing our organization. In particular, I’d like to focus on finding solutions or best practices that could benefit these projects:

• [add project or initiative]

• [add project or initiative]

• [add project or initiative]

If I attend I’ll receive:

**Two full days of workshops to provide practical, hands-on training**

Some of the offerings include Intro to Reliability Fundamentals, RCA Facilitator, RCA Super User, and more.

**A chance to catch up on the latest industry trends and best practices**

I’ll hear presentations, case studies and keynotes from expert speakers who are successfully implementing reliability and root cause analysis in their organizations.

**High level networking**

Throughout the course of the four days there is time dedicated to networking and roundtable discussions, so I’ll have a chance to raise our profile, develop our relationships and contacts, and learn from the collective wisdom of the group.

Costs - The approximate investment for my attendance is as follows:

Travel Costs = [$XXX]

Accommodation (4 nights at $210+) = $840

Registration Fee (with early bird discount) =$1,795

TOTAL = [$XXX]

I believe the insights learned by attending Reliability Summit can help our efforts to reduce our maintenance costs, operating costs, and unplanned downtime. When I return from the ARMS Reliability Summit, I will compile a short presentation covering speakers, presentation notes, new contacts made and a proposal for implementing new ideas that will benefit our team. I will also make any conference materials available to my colleagues.

To benefit from the current discount I need to register before February 28th, so I appreciate a quick response. Thank you for your consideration.

[Add standard sign off]