Subject: Request to Attend Energy and Utilities Technology Training Conference

Dear \_\_\_\_\_\_\_\_\_ ,

I am requesting approval to attend Energy and Utilities on <conference date, day, year> in <Conference city>. Energy is the second greatest cost of conversion in the steel industry. Improving energy efficiency will not only drive down costs in the production of steel but it will also reduce greenhouse gas emissions. This comprehensive training, with hands-on activities, has been developed to educate attendees on the key aspects of energy efficiency of important energy support systems and equipment in the steel production process. The course will cover energy management, process heating, steam, compressed air and other motor-driven systems, along with an introduction to alternative energy options. The program will focus on the energy-efficiency and -saving aspects of each energy support system (utility) along with insights to improving reliability. Tools for energy calculations for specific utilities will be discussed and demonstrated. In addition, there will be in-depth training related to overall plant energy savings programs, providing insights into what it takes to implement a long-term strategic plan. Along with the energy efficiency topics, the training will also cover other decarbonization technology pillars such as electrification, low-carbon electricity and fuels, and carbon capture utilization and storage.

The training includes a tour of <plant name>, which will provide me the chance to see the facility up close and interact with their personnel.

There will be energy managers and engineers, facility managers, electrical managers, electrical project engineers and management personnel from all over the world, so I’ll have the opportunity to network with others in the industry.

Here’s an approximate breakdown of conference costs:

|  |  |
| --- | --- |
| Airfare | $xxx |
| Transportation | $xxx |
| Hotel | $xxx |
| Meals | $xxx |
| Registration Fee | $xxx |
|  |  |
| **Total** | **$xxx** |

If I register by <early registration date>, I can save on my registration fee. There are also discounted rates for <conference name> attendees at <conference city> hotels.

You can learn more about the Energy and Utilities training seminar on [AIST’s website](https://www.aist.org/conference-expositions/technology-training/energy-and-utilities). I believe that attending this training would be a wise investment for <company name>. I will be able to expand my knowledge base and bring back key takeaways from the seminar as well as new contacts to share with my colleagues that will benefit our team.

Thank you for your consideration,