Dear [INSERT BOSS’S NAME],

I request your approval to attend the 2020 Continuous Improvement Conference, our industry’s premier industry event for companies seeking operational excellence through Lean manufacturing and quality management systems. For education, networking, and benchmarking, the event simply has no equal. My participation will allow me to gain new ideas and approaches to increase our efficiency, quality, and ultimately, our competitiveness.

The conference is 2½ days long, April 5–8 in Columbus. I will be one of several hundred executives, managers, and team leaders from printing and converting firms. The agenda is structured so I can attend sessions on leadership and culture, fundamental improvement processes and tools, advanced processes and tools, and on Growing and Developing People. Most of the sessions are given by people from other companies who will share their successful improvement initiatives. There’s also plenty of networking built into the event so I can learn from the other attendees, as well.

Here are some of the sessions I plant to attend:

[INSERT SESSION NAMES]

I’ve calculated my travel and registration costs, as follows. The rate at the Renaissance Columbus Downtown Hotel is reasonable for a downtown hotel. Most of the meals are provided as part of the conference.

Registration [INSERT COST]

Airfare [INSERT COST]

Hotel [INSERT COST]

Other Expenses [INSERT COST]

Other conferences of this type are far more expensive and not tailored to our industry. The investment will pay off by helping us develop a systematic approach to spotting and beginning to eliminate wasted time and materials in our processes, including workflow, makereadies, and lead time. The result is we’ll be able to do more with the same amount of resources.

Of course, much of what I will learn will require your support to implement, so it would be best if you attend with me. There are sessions specifically for company leaders. That way we can, together, immediately begin discussing how we can take advantage of some of the concepts discussed.

Ultimately, it’s the companies that learn how improve faster than their competition that have the edge. Doing that requires that we make a commitment to this kind of education.