Dear <Insert Supervisor’s Name>,

I would like approval to attend the [**STLE Annual Meeting & Exhibition**,](https://www.stle.org/annualmeeting) May 19-23, 2024, at the Minneapolis Convention Center in Minneapolis, Minnesota. [The Society of Tribologists and Lubrication Engineers (STLE)](https://www.stle.org/)is the premier technical society serving the needs of more than 15,000 individuals and 200 companies and organizations that comprise the tribology and lubrication engineering business sector. STLE members are experts who research, develop and market the methods and products that make industry more successful and that enhance the well-being of people worldwide. Members are employed by the world’s leading corporations and academic institutions and by governmental agencies dealing with science and technology.

The STLE Annual Meeting & Exhibition showcases nearly [500 technical presentations](https://www.stle.org/AnnualMeeting/Program/Preliminary_Program/AnnualMeeting/Technical_Program/Preliminary_Program.aspx?hkey=5e399b62-b280-4526-be8f-a4532fa702e0), application-based case studies, best practice reports and discussion panels on technical and market trends. In addition, attendees can register to attend [13 industry-specific education courses](https://www.stle.org/AnnualMeeting/Program/Education_Courses/AnnualMeeting/Education/Courses.aspx?hkey=ddcddccf-390d-4992-8cf1-421da7db116b) offered on three days of the conference: Sunday, May 19, Wednesday, May 22, and Thursday, May 23.

The [exhibition](https://www.stle.org/AnnualMeeting/Exhibitors/Who_s_Exhibiting_/AnnualMeeting/Exhibition/See_Who_s_Exhibiting.aspx) and popular [Commercial Marketing Forum](https://www.stle.org/AnnualMeeting/Commercial_Marketing_Forum/AnnualMeeting/CMF/Commercial_Marketing_Forum.aspx?hkey=9358ef63-6ec1-433d-9170-16715a6874fa) spotlight the latest products and services of interest to lubrication professionals that come from around the world, representing a full range of the industry’s most prestigious corporate, government and academic institutions.

With hundreds of learning opportunities in the program, I will receive expert guidance on the latest technologies and updates in the industry. Plus, the exhibition is known for providing additional content opportunities on top of the many vendors I can visit to research the latest products and services.

Upon approval, I plan to attend sessions focused on <XXX>, which directly relate to our work and the current challenges we are facing. I am seeking approval for the registration and travel expenditures.

If I register now, before March 22, I’ll receive a discounted registration rate. Here is a complete breakdown of the costs:

Conference Pass: $<XXX> (Click [here](https://www.stle.org/AnnualMeeting/Register/Registration___Fees/AnnualMeeting/About/Registration_Fees.aspx?hkey=9f2b9e54-e1f0-4c20-94b7-dbaed61c5bac) for conference rates)

Airfare: $<XXX>

Other Transportation: $<XXX>

Hotel: $XXX/night for <XXX> nights

Meals: $<XXX>

**Total Cost: $<XXX>**

The STLE Annual Meeting Preliminary Program is located [here](https://www.stle.org/AnnualMeeting/Program/Preliminary_Program/AnnualMeeting/Technical_Program/Preliminary_Program.aspx?hkey=5e399b62-b280-4526-be8f-a4532fa702e0). Please consider my request as the STLE Annual Meeting & Exhibition is an invaluable learning opportunity.

Sincerely,

<Insert your name>