Dear <Insert Supervisor’s Name>,

I would like approval to attend the **STLE Tribology Frontiers Conference**, October 14-16, 2025, at Argonne National Laboratory in Lemont, Illinois. **The Society of Tribologists and Lubrication Engineers (STLE)** 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 Tribology Frontiers Conference has gained a reputation for bringing together the tribology research community in a format that maximizes the opportunity to experience the latest in research and network with peers in a relaxed environment. The conference convenes researchers from around the world and focuses on the interdisciplinary role of tribology at the interface of physics, chemistry, materials science and mechanical engineering. The conference is designed for industry, academic and government researchers to engage with thought leaders from around the world and explore the role the science of tribology can play in solving future scientific and societal changes.

This year’s event at Argonne National Laboratory will also include exclusive opportunities for tours of this world-class multidisciplinary science and engineering research center, where leading scientists and engineers work together to answer the biggest questions facing humanity.

With numerous learning opportunities in the program, I will receive expert guidance on the newest innovations and discoveries that will solve tomorrow’s problems. 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.

With funding under extra scrutiny this year, I believe the STLE Tribology Frontiers Conference to be an excellent value for the experience offered. Here is a complete breakdown of the costs:

Conference Pass: $599 member/$699 nonmember/$100 students

Airfare: $<XXX>

Other Transportation: $<XXX>

Hotel: $XXX/night for <XXX> nights

Meals: $<XXX> (breakfast and lunch included in conference pass)

**Total Cost: $<XXX>**

More information about the event is located [here](https://www.stle.org/TribologyFrontiers). Please consider my request as the STLE Tribology Frontiers Conference is an invaluable learning opportunity.

Sincerely,

<Insert your name>