

To: The boss
From: Myself
Subject: Heavy Lift & Transport Seminar
Date: Date

Dear Boss,

On **date** a Heavy Transport & Lift seminar will be held in **place** that I would like to attend. I have reviewed the seminar contents and know that it will be beneficial for me as it covers both heavy lift and transport. In addition, the seminar focuses on safe working methods and alternative approaches to transports and lifts. I will certainly broaden my horizon.

The knowledge gained can be directly applied to our current project **project-name**. For that reason, it is probably good that other team members such as **name-1** and **name-2** attend as well. Please note that three or more participants will bring the overall price down by 15%.

The seminar speaker is Marco J. van Daal, an expert in the industry for 25 years whose experience extends to over 55 countries on 5 continents. He is also the author of the only heavy transport and best-selling textbook "**The Art of Heavy Transport**" in addition to being a contributing member of the American Society of Mechanical Engineers (ASME) and the European Association of Abnormal Road Transport and Mobile Crane (ESTA). The International Cranes & Specialized Transport magazine frequently publishes his articles.

All participants will receive the seminar contents electronically, consisting of literally hundreds of practical tips and color pictures, as well as a "certificate of completion".

Below is an overview of the cost associated with this seminar;

Airfare	\$ xxxx
Hotel	\$ xxxx
Meals	\$ xxxx
Seminar	\$ xxxx
TOTAL	\$ XXXX

Last but not least, the seminar costs (including tickets etc) are tax deductible.

Thanks you for your consideration, I look forward to your reply.

Regards,

Your name
Your title
Your department