Dear [Insert Your Boss' Name Here],

I’d like to ask for your approval to attend an upcoming Service Technician Training Conference, where I’d have the opportunity to get the latest information on troubleshooting our trucks and have the opportunity to get EVT certified.

Spartan’s 2021 Fire Truck Training Conference takes place from October 3 – October 8, at the Lansing Center, in Lansing, Michigan. The conference offers 4 full days of informative coursework that includes the latest fire truck-specific diagnostics, service and maintenance training. Going into its 26th year, the conference is regarded as a leading training forum for Fire Vocational products and its components. Therefore, I would like to request approval to attend, as I believe it will further develop my skills and allow me to get certified.

The Conference (<http://www.spartaner.com/fttcregistration>) offers comprehensive, cutting-edge educational sessions presented by industry experts. It includes the most up-to-date regulations and requirements and addresses the latest industry trends that impact technicians today.

**Benefits and value of attending FTTC 2021:**

* **3 educational tracs with over 40 classes.** The FTTC curriculum allows me to select the specific classes that I need to advance my technician knowledge and skills.
* **2 opportunities to become EVT Certified.** I will have two opportunities to test and become EVT certified which will certify our organization as having knowledgeable technicians who are trained to work on emergency vehicles. This will influence our reputation and customer assurance that quality work will be performed.
* I’ll also have the chance to understand the latest trends from industry leaders and guest speakers.
* **Access to key suppliers.** I’ll have access to key product suppliers and get 1-on-1 face time with them to address specific problems we are experiencing.
* Network with my peers to discuss troubleshooting issues and best practices.

**Costs to attend:**

Registration: $750

Hotel (rates vary based on hotel of your choice)

Meals (all included): $0

Total: $XXX

Attending FTTC 2021 will arm me with the knowledge and skills to expand my capabilities and keep trucks working at optimal performance levels. I hope that you will approve this important investment.

Thank you for your consideration.

Sincerely,

[Your Name]