

<Date>

Dear <Supervisor's Name>,

I am requesting approval to attend the Beckwith Electric Protection & Control Seminar from July 30-August 2, 2018, in Clearwater Beach, FL. The seminar offers four days of intensive training and instruction on the latest power system protection standards and practice.

It is divided into two tracks to help us find the educational programs of most interest and value:

- **Power Plant Protection Track**
 - Day 1
 - Generator Protection (Based on IEEE C37.102)
 - Fault Fundamentals
 - Day 2
 - Generator Protection Calculations & Settings
 - Day 3
 - Transformer Protection (Based on IEEE C37.91)
 - Transformer Protection Calculations & Settings
 - Day 4
 - Motor Bus Transfer (MBT)
 - Automatic Synchronizing
 - **Distribution Protection & Control Track**
 - Day 1
 - Distribution Feeder Protection (Based on IEEE C37.230)
 - Distribution Feeder Protection & Control
 - Day 2
 - Feeder Protection Calculations & Settings
 - DER/DG Operation, Protection & Control
 - Day 3
 - Transformer Protection (Based on IEEE C37.91)
 - Transformer Protection Calculations & Settings
 - Day 4
 - Distribution System Optimization
- Opportunity to interact with knowledgeable industry experts.
 - Opportunities to discuss needs-based case studies and examples.
 - Participant interaction to gain from the shared experiences of others.
 - Earn up to 2.8 Continuing Education Units through IEEE or 28 Professional Development Hours.
 - Review and practice skills required to work with Beckwith Electric Relays at Testing Lab Breakout Sessions for protection, distribution feeder protection, and transformer protection.

I think this seminar is a great value and will have a direct and positive impact on our organization. If we register on or before June 29, 2018, the seminar cost is only \$1,350 and includes all course materials, breakfast, lunch, and morning and afternoon breaks. If we have two or more from our company attend, we will all save 12% off the registration fee.

Thank you in advance for considering the opportunity for me to attend this seminar. Please let me know if you need any additional information about the seminar. I look forward to hearing a positive response to my request.

Sincerely,

<Your Name>