Dear [Supervisor Name],

I would like to ask your permission to attend RefComm Galveston 2024 during the week of April 29 - May 3, 2024.

RefComm is a world renowned platform for the refining community to learn the latest in refinery operations, safety, and profitability, and to learn about new technology, lessons learned, and best practices.

The conference features:

* Small training classes with a take-home manual that can be shared with our team
* Focused technical presentations that address many of our unit challenges
* Breakout group discussions with peers
* Panel discussions with experts
* Networking receptions
* An exhibition hall with more than 80 companies featuring their new equipment and troubleshooting solutions

RefComm dives into 2024’s refining challenges and their effects on our unit. To facilitate this, in-depth Q&A discussion groups will enhance collaboration between suppliers and refiners.

Do we have information to share? If I present or participate in a panel or workgroup, I will receive 50% off my conference registration!

Training is conducted at the beginning of the week by expert instructors. A Training Pass does not include access to the Conference. Training details and prices are at [www.refcomm.com](http://www.refcomm.com).

Thank you for considering my participation at RefComm Galveston 2024. I look forward to sharing the knowledge I gain with the rest of my team.

[Your Name]