Dear [Supervisor Name],

I would like to ask your permission to attend RefComm Galveston 2025 during the week of April 28 - May 2, 2025.

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 2025’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 2025. I look forward to sharing the knowledge I gain with the rest of my team.

[Your Name]