Dear supervisor’s name,

I am interested in earning the ASSE 6060 certification for medical gas systems designers, which requires the completion of 32 hours of training and sitting for an exam. The American Society of Plumbing Engineers (ASPE) is offering a workshop in Chicago on August 18–21, 2022, that will fulfill the training portion of the requirement, and I would like to attend it. Participation in this workshop will necessitate taking several days away from the office including a few days of my personal time on the weekend.

As you know, medical gas is a fast-growing segment of the healthcare industry, and owners are demanding qualified designers on their projects. As of now, designers are not required to obtain the ASSE 6060 certification to work on healthcare projects; however, that requirement may change in the near future. Being ahead of the curve and having qualified designers on our team will greatly help your company’s name secure new healthcare projects.

In addition to satisfying the 32 hours of training required, ASPE’s Med Gas Workshop will help me hone my skills in medical gas system design and specification. The instructor of ASPE’s workshop, Mark Allen, is one of the foremost experts in the medical gas field, and being in class with him for four days will allow ample opportunity to ask questions and benefit from his experience gained from 30+ years in the industry. I will be able to bring that knowledge back to our office and share it with my coworkers to help make your company’s name a recognized authority in healthcare systems design.

I hope you see the advantages in having me attend this ASPE workshop and support my participation.

Sincerely,

your name here