**JUSTIFICATION LETTER TO ATTEND FLUKE SEMINAR**

Do you need to get approval from your company to attend Fluke Seminar? We’re here to help. Just copy the content to e-mail. Customize as you see fit, then send it on for approval.

Dear <name of supervisor>,

I would like to attend “Uptime Strategies for Maintenance Excellence” seminar organized by Fluke Malaysia on *<delete accordingly: 10May 2022, 12 May 2022, 18 May 2022>*. This is a free seminar that will be held at < *delete accordingly*: Eastin Hotel KL, Renaissance Hotel Johor Bahru, The Wembley – A St Giles Hotel Penang> from 8.30am to 5.00pm.

This seminar covers strategies for improving equipment uptime and I look forward to learning more about how to improve energy efficiency, how to optimize system reliability and how to achieve system recovery. My objective is to apply what I learn to maintain the reliability and efficiency of our maintenance program.

At the same time, the seminar will give me the opportunity to gain insights into industry best practices, network and discuss common pain points and solutions with other professionals.

This is a free learning opportunity; I hope you will give me the approval to attend this seminar for my continuing professional development that will also enable me to perform better in my role. Thank you.

Best regards,
<your name>