**NOTE TO PARTICIPANT: The instructions for customization are highlighted in red type. Do not include these in your final letter.**

**<Insert Date>**

Dear **<Insert Your Supervisor’s Name>**:

I am requesting approval to participate in the TMS Metallurgical and Materials Engineering Professional Engineer (PE) Licensing Exam Review Course, scheduled for August 1–3 and 8–10, 2022, with support for the associated registration fee.

This course is fully online and is the only review course focused specifically on the Metallurgical and Materials Engineering PE Licensing Exam. It is a review of exam specifications and knowledge areas and will provide practice and group work on sample problems. The program will help potential exam-takers identify areas on which to focus their studying, saving time in the months leading up to the exam.

Participants gain 18 hours of live instruction and interaction, with the interactive segments allowing for follow-up discussions. Importantly, the course provides on-demand access to recorded lectures that can be viewed during the course term and again after the course as refreshers, extending the value of the course.

**INSERT THE FOLLOWING PARAGRAPH IF YOU ARE NOT A CURRENT TMS MEMBER:**

**<<**I will also receive [electronic TMS membership](http://www.tms.org/Society/benefits.aspx) through 2023, which provides me with free electronic access to peer-reviewed materials journals on Springer, discounts on books and proceedings, and special rates for continuing education courses and technical meetings, with my congress registration. **>>**

**CONCLUSION AND COST**

I have reviewed the [course curriculum](https://www.tms.org/portal/MEETINGS___EVENTS/TMS_Meetings___Events/Upcoming_TMS_Meetings/PEReview2022/Course_Curriculum/portal/Meetings___Events/2022/PEReview2022/courseCurriculum.aspx?hkey=00b199eb-8e04-4603-a1c2-6e5efbb1c46f) and firmly believe that this opportunity will give me ample preparation for taking the exam in October 2022. My successful completion of the exam will help achieve business development goals on behalf of the organization, as well as enhance my own professional skills and contributions.

***It is important that I register by July 11, 2022,*** to receive the discounted rate of <Insert Fee: $995/Member, $1,250/Non-member>. After the discount registration deadline, the standard registration rate is <Insert Fee: $1,150/Member, $1,350/Non-member>.

This course will be an important and impactful program. I believe it is a prudent investment of time and resources that will benefit **<Name of Your Organization>** with the exam preparation I will gain. Thank you for your consideration.

Sincerely,

**<Insert Your Signature>**