XXX, XX, 20XX

RE: Permission to attend the 2020 Oil & Gas Admins International Conference and Vendor Exhibition

Dear XXXX,

I would like to request permission to attend the 2020 7th Annual Oil & Gas Admins International Conference and Vendor Exhibition. This is a one-day conference being held Friday, June 19, 2020 in Houston, TX.

The conference is one-of-a-kind as it focuses strictly on the career and personal development of the oil and gas administrative professional. It offers sessions on topics required for the oil and gas administrative professional to excel in a challenging and demanding industry. It also provides power networking opportunities with professionals throughout the industry to share best practices and lessons learned. The dynamic speakers are all industry experienced, offering a wealth of knowledge to aid in attendee growth and development. In addition, the Vendor Exhibition will showcase innovative products and services to aid in oil and gas administrative functions.

The conference will bring outstanding value to both the company and to me personally. It will also help meet some of my career development targets outlined in my performance review. The benefits of my attendance at this one day conference will far outweigh the costs.

Registration Fee: $300.00 – until February 7th (early registration) and $400.00 until May 22nd

Airfare: $XXX (remove this line if not applicable)

Transportation: $XXX (between home and hotel or between airport and hotel – roundtrip)

Meals: $0.00 (meals are included in the registration fee)

**Total: $XXXXX**

Registering early gives me the opportunity to take advantage of the reduced fee. Following the conference, I will submit a report that will highlight the major tips and takeaways I received as a result of my attendance. I will share my report with others in the department, creating a benefit that far surpasses my individual attendance.

Thank you very much for considering this request. I eagerly anticipate your reply.

Best regards,