XXX, XX, 20XX

RE: Permission to volunteer at the 23rd World Petroleum Congress

Dear XXXX,

I would like to request permission to volunteer at the [23rd World Petroleum Congress](https://www.23wpchouston.com/). This is a an event being held December 5-9, 2021, in Houston, TX.

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For the first time since 1987, the city of Houston will host the WPC.  Considered the "Olympics" of the energy industry, it is a global symposium assembling more than 100 nations and convenes every three years for thought-provoking exchanges and an interactive exhibition. Energy Industry Support International was selected to provide volunteers with industry knowledge for this major industry event. I have been asked to participate because I possess energy industry knowledge and have the expertise and experience in the areas of diversity, working with high level industry and/or government officials and the ability to always execute with excellence and professionalism.

[Energy Industry Support International](https://www.oilandgasadmins.org/eisi/) (formerly Oil & Gas Admins International) is a professional organization for administrative and support professionals in the global oil and energy industry. It was formed to ensure that energy industry administrative and support professionals have a thorough and certifiable knowledge of the energy industry and its processes so that they are most effective and valuable to their management and to their companies. It provides energy administrative and support professionals with career and personal development and global networking opportunities.

Volunteering at the WPC puts me right in the middle of one of the most important events in the energy industry, gives me exposure to global industry and world leaders, and the access to learn about the future of the industry from the experts. Volunteering at the congress as an employee of \_\_\_\_\_\_\_\_\_\_\_\_\_ 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.

There is no cost to the company for my participation in the event, however it will require that I am out of the office for a specified amount of time. My tentative time(s) out of the office will be restricted to the dates of December 3rd through December 9th. I am requesting to volunteer on the following dates and times. As volunteer slots are filled, available dates to volunteer may change. I sincerely request date flexibility.

December X, 2021 from XX:XX to XX:XX  
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Following the event, 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 participation.

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

Best regards,