XXX, XX, 20XX

RE: Request to attend the 2024 OGE Conference and Vendor Exhibition for oil, gas, and energy administrative and support professionals

Dear XXXX,

I would like to request permission to attend the 2024 Annual OGE Conference and Vendor Exhibition. This is a one-day conference being held Friday, June 21, 2024, at the OMNI Houston Hotel at 4 Riverway Drive in Houston, Texas.

The conference is one-of-a-kind as it focuses strictly on the career and personal development of the energy industry administrative and support professional. It offers sessions on topics required for the energy support 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 energy support professional 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: $350.00 – until January 26th and $400.00 until May 17th

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,