Dear <insert supervisor’s name>,

I would like to attend NAPE Summit Expo and Business Conference taking place February 12-15, 2019, in Houston. NAPE stands alone as the biggest, best and most respected venue for making deals and networking with thousands of professionals from all disciplines of the upstream oil and gas business, offering unparalleled opportunities to meet decision makers in an environment that delivers serious business. For 25 years, NAPE has been forecasting and setting trends for the energy industry, and by attending, I can bring back those insights to not only enhance my contribution to our team but also to advance our practices at <insert company name>.

NAPE Summit Week in February includes two days of business on the trade show; a full-day conference featuring C-suite speakers addressing topics that include an outlook on North America oil and gas markets, raising capital in today’s environment, the relevancy of international exploration, and a look into offshore operating agreements; and four networking events. Additionally, there are five technical seminars offered by industry associations for further education.

Another valuable resource provided by NAPE is the Show Guide which contains all of the prospect listings submitted by exhibitors as well as the names of thousands of industry contacts who attended the expo.

Here are a few ways that my attendance at NAPE Summit will benefit <insert company name>,

* <reason 1> *(Example: X,Y and Z companies are exhibiting at the expo, and I can meet with all three to discuss …)*
* <reason 2> *(Example: The AAPL Negotiations Seminar covers strategy and technique for structuring a deal. I would like to learn more about … . The course is accredited for 6 continuing education units.)*
* <reason 3> *(Example: Last year, NAPE showcased more than 23 million prospect acres in the basins we do business in …)*

If I register by October 31, we can take advantage of the early bird discount pricing where the Expo and Business Conference combo pass is just $555, which includes AIPN’s workshop. I would also like to take advantage of <insert technical seminar>, which is an additional <insert fee; available online>.

There will be additional travel costs, but NAPE offers special housing blocks at hotels within walking distance of the George R. Brown Convention Center, where all of the events take place. It’s also worth noting that NAPE includes lunch on Wednesday and Thursday as well as brunch on Friday with the expo and conference combo pass to help attendees minimize expenses.

NAPE Summit is integral to my professional development, and rather than having to attend multiple events throughout the year, this one will cover the entire industry. I will bring back new ideas, best practices and solutions that we can implement right away. Additionally, I would be happy to share an overview of what I’ve learned and actionable takeaways with the team so that we can work together to move the department and <insert organization name> forward.

I hope you will consider my request and grant approval to attend.

Sincerely,

<name>