Dear <insert supervisor’s name>,

I would like to attend Summer NAPE Expo and Business Conference taking place August 12-13, 2020, 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 over 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>.

Summer NAPE in August includes 1.5 days of business on the trade show floor; Business Conference sessions featuring C-suite speakers addressing the industry’s most pressing topics; and three networking events – all included with the registration.

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 Summer NAPE 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 Business Conference covers … . I would like to learn more about … .)*
* <reason 3> *(Example: Last year, NAPE showcased more than 23 million prospect acres in the basins we do business in …)*

If I register by April 10, we can take advantage of the early discount pricing where the Exhibits and Business Conference All-Inclusive pass is just $260.

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 with the expo.

Summer NAPE 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>