[Date]

RE: SPE Artificial Lift Conference and Exhibition-Americas

Dear [Supervisor’s name],

My interest in attending [SPE Hydrocarbon Economics and Evaluation Symposium](file:///C%3A%5CUsers%5Cbholder%5CDownloads%5Cgo.spe.org%5CHydrocarbonToolKit) rises from the need to acquire valuable knowledge and important contacts in the E&P sector, which I am confident will open new doors and opportunities for our organization. This symposium is the top-ranked event for O&G valuation and resources management professionals and the technical sessions are geared toward maximizing E&P value.

The event will take place from 15-16 October 2018 at the Doubletree Hotel Green Plaza in Houston.

Additional aspects of the technical agenda, which I am very excited about include [insert session title, networking events, and other activities you plan to participate in]. These will all add value to my work. Being the [insert job title], it is my goal to attain [insert goals as related to your job responsibilities].

As one of our organization’s key goals is to [insert company’s goals], I believe that attending the conference will contribute to [insert the potential benefits from attending and how they will boost efforts to accomplish company goals].

Once I return from the conference, I plan to compile a brief presentation on new contacts acquired, detailing the latest E&P technology showcased, vendor product and service updates and information in addition to notes from key presentations and conference materials to share with the team.

Thank you for considering support of my attendance at this important industry event.

Sincerely,

[Your name]

**About Society of Petroleum Engineers**

SPE is a not-for-profit organization. Income from this event will be invested back into SPE to support many other Society programs. When you attend an SPE event, you help provide even more opportunities for industry professionals to enhance their technical and professional competence. Scholarships, certification, the Distinguished Lecturer program, and SPE's energy education program Energy4me are just a few examples of programs that are supported by SPE at [www.spe.org](http://www.spe.org).