[Date]

RE: **IADC/SPE Drilling Conference and Exhibition**

Dear [Supervisor’s name],

My interest in attending the [**IADC/SPE**](https://www.spe.org/en/events/drilling-conference/home/) **Drilling Conference and Exhibition** rises from the need to acquire valuable knowledge and important contacts in the E&P industry, which I am confident will open new doors and opportunities for our organization. The program provides the latest case studies and technologies, including utilization of data analytics and automation to improve performance and innovative directional drilling and completions techniques.

It will take place from 6-8 March 2018 in Fort Worth, Texas. There will be opportunities to hear formal paper presentations, as well as special sessions. I will join a diverse crowd of producers, contractors, and service company professionals to access new technologies, innovative people, and considerable resources to help us meet our challenges.

Gaining this knowledge will add value to my work. Some specific aspects of the technical program, which I am very excited about, include [insert session title, networking events, and other activities you plan to participate in]. As a [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 [[**IADC/SPE**](https://www.spe.org/en/events/drilling-conference/home/) **Drilling Conference and Exhibition**](https://www.spe.org/en/events/atce/home/?utm_source=Justification+Toolki&utm_medium=Web-ADBNR&utm_term=17ATCE-JT&utm_campaign=17ATCE)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, vendor product and service updates and information, in addition to notes from presentations and conference materials to share with the team.

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

Sincerely,

[Your name]

**About IADC**

The International Association of Drilling Contractors is dedicated to enhancing the interests of oil and gas and geothermal drilling contractors worldwide. IADC’s contract drilling members own most of the world’s land and offshore drilling units and drill the vast majority of the wells that produce the planet’s oil and gas. IADC’s membership also includes oil and gas producers, and manufacturers and suppliers of oilfield equipment and services.

**About SPE**The Society of Petroleum Engineers (SPE) is a not-for-profit professional association whose more than 164,000 members in 143 countries are engaged in oil and gas exploration and production. SPE is a key resource for technical knowledge providing publications, events, training courses, and online resources.