[Date]

RE: **SPE Annual Technical Conference and Exhibition (ATCE)**

Dear [Supervisor’s name],

My interest in attending the [**SPE Annual Technical Conference and Exhibition (ATCE)**](https://www.spe.org/en/events/atce/home/?utm_source=Justification+Toolki&utm_medium=Web-ADBNR&utm_term=17ATCE-JT&utm_campaign=17ATCE) 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 will address key topics like optimizing our drilling, completions, production, and development processes.

It will take place from 9–11 October in downtown San Antonio, Texas. There will be opportunities to hear presentations from formal paper authors, as well as special sessions. At ATCE, I will join a diverse crowd of engineers, scientists, management, and policymakers to access the new technology, innovative people, and considerable resources to help us meet the new challenges in our industry.

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 [**SPE Annual Technical Conference and Exhibition (ATCE)**](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, detailing the latest E&P technology showcased, 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 the Society of Petroleum Engineers**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.

**About the SPE Annual Technical Conference and Exhibition (ATCE**ATCE is the meeting of choice for SPE's members and other professionals seeking education on current and future technologies that help find and produce hydrocarbons faster, more efficiently, safer, and more cost effectively. ATCE is SPE’s annual meeting of members and features groundbreaking papers and special technical events designed to accelerate the application of innovations in every technical discipline.