

To Whom It May Concern,

Re: **DUG East Conference and Exhibition 2019**

I am writing for approval to attend the **2019 DUG East Conference & Exhibition**, June 18-20 in Pittsburgh, PA. The conference brings the region's key players together for two days of candid discussion on improving efficiency, cutting costs and driving profitability.

Last year, **DUG East** attracted over 1,600 quality registrants from E&P companies, pipeline operators, service & supply companies, and other professional services firms. The exhibition included 151 exhibitors covering a range of specialties. You can view a recap of the 2018 conference and exhibition [here](#).

This year's program offers updates on midstream infrastructure projects coming online and new markets that will be accessible. Hundreds of oil and gas professionals will be in Pittsburgh to hear expert panels, operator spotlights and producer roundtables. The full agenda is [here](#).

Here's an approximate breakdown of conference costs:

Airfare:	\$XXX
Transportation (Roundtrip airport to Hotel/Misc.):	\$XXX
Hotel (2 nights at \$269):	\$538
Meals (3 days at \$XXX):	\$XXX*
Full-Conference Registration:	\$695**
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Total:	<b>\$XXX</b>

\*Breakfast and lunch are provided with a full-conference registration

\*\*Pricing structure for reference:

Until Apr. 26: \$695

Until May 24: \$795

Until Jun. 17: \$895

On-Site: \$995

Thank you for considering this request. I look forward to your reply.

Regards,