

To Whom It May Concern,

Re: Energy Capital Conference 2019

I am writing for approval to attend the **2019 Energy Capital Conference** in Dallas, TX. The conference is a single-day of presentations on capital trends across the oil and gas value chain. It also offers 7+ hours dedicated to networking and deal-making, including an opening reception on March 4, and The Capital Call Networking Reception on March 5.

Last year, the **Energy Capital Conference** attracted over 300 quality registrants from top capital providers, investment firms, and other financial service companies. You can view a recap of the 2018 conference [here](#).

This year's program offers the latest on drilling partnership strategies, creative structures for closing deals and the flexibility of mezzanine capital. Hundreds of oil and gas professionals will gather in Dallas to hear candid discussions on the newest trends in capital markets and private equity. The full agenda is [here](#).

Here's an approximate breakdown of conference costs:

Airfare:	\$XXX
Transportation (Roundtrip airport to Hotel/Misc.):	\$XXX
Hotel (1 night at \$195):	\$195
Meals (1 day at \$XXX):	\$XXX*
Conference Registration:	\$795**

Total:	\$XXX

*Breakfast and lunch are provided with all conference registrations.

**Pricing structure for reference:

Until Feb. 8: \$795

Until Mar. 4: \$845

On-Site: \$895

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

Regards,