

To Whom It May Concern,

Re: **Energy Capital Conference 2020**

I am writing for approval to attend the **2020 Energy Capital Conference**, March 2 in Dallas, TX. The conference brings key players, financiers and decision-makers together for one day of candid discussion on the how, why, who and where of the current capital landscape.

Last year, the **Energy Capital Conference** attracted 450 quality registrants from banks, private and public equity firms, capital providers and E&P companies. You can view a recap of the 2019 conference and exhibition **here**.

This year's program promises valuable insights into the current state of capital markets, finding funding, restarting capital flow, the changing private equity landscape and more. Hundreds of oil and gas professionals will be in Dallas to hear expert panels, operator spotlights and equity roundtables. 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*
Full-Conference Registration:	\$845**

Total:	\$XXX

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

**Pricing structure for reference:

Until Feb. 7: \$845

Until Feb. 21: \$895

Feb. 22 – March 2: \$945

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

Regards,