Dear **<Insert Manager’s Name>,**

I would like your approval to attend the Australasian Oil and Gas Exhibition and Conference (AOG) annual exhibition and the industry’s largest gathering of oil and gas professionals. It is taking place 24-26 February 2016 at the Perth Convention and Exhibition Centre

AOG is the perfect environment for me to meet face-to-face with over 500 suppliers, learn from industry leaders in the two-day conference program, discover innovative new products and uncover new business efficiencies and opportunities.

The AOG Conference will give me the opportunity to join key influences and leaders as they debate and discuss the key issues facing the industry and provide input on how the industry should continue working closely together to reduce costs and improve productivity.

Finally, AOG will offer me the opportunity to develop and strengthen our business network, by meeting with our existing clients and meeting new customers.

I’ve broken down the approximate cost of my attendance at AOG from **<Insert Dates>** below:

Airfare: $xxx
Hotel: $xxx
Seminars: $xxx
**Total:** $xxx

Upon my return from AOG I will share key takeaways, including those that we can implement immediately to maximise our marketing program and impact our bottom line.

Thank you for your consideration of this request.

Regards,