Dear **<Insert Manager’s Name>,**

I am seeking your approval to attend the Australasian Oil & Gas Exhibition & Conference (AOG) which is the industry’s largest annual gathering of oil and gas professionals in Australia. It is taking place from the 24th to the 26th of 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 during 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 influencers 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 potential new customers.

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

Airfare: $xxx  
Hotel: $xxx  
Conference Passes: $xxx  
**Total:** $xxx

Upon my return from AOG I will share key takeaways, including those that we can implement immediately to improve operations within our team.

Thank you for your consideration of this request.

Regards,

**<Insert Your Name>**