Dear [Manager Name],

I would like to attend the PESGB-SEAPEX Asia Pacific Conference, September 24th – 25th June 2020 at the Olympia Conference Centre, Olympia London.

**The Asia Pacific Conference** highlights the resurgence of E&P interest in Asia-Pacific with new ideas, new plays and new successes.

The tagline ‘Archipelago of Opportunity’ is intended to reflect the diversity of new and established petroleum systems and access opportunities close to the rapidly growing energy markets across the Asia-Pacific region.

This will again be a geoscience technical conference, that highlights successes and learnings, from the regional to reservoir scale, with numerous opportunities for discussion and networking. By its nature, the event attracts an international audience, including many of the key players in the Asia Pacific Region.

The talks I am particularly interested in attending are:

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I will be able learn about the latest development in Asia Pacific, discuss and evaluate technical workflows and develop business relationships, that will support my personal development and can be implemented to improve my productivity in my day-to-day work.

The full registration rate for this conference is [insert rate selected], but the rate will be reduced to [insert rate here] if I register before 31st March 2020. As the conference is based in London I will not require overnight accommodation / I will able to secure a competitive rate at one of the official conference hotels. [Also add details of travel expenses here]. Therefore, I would like to request a budget of:

[insert requested budget]

I hope you will consider my request and grant me approval to attend.

Thank you for your consideration.

Sincerely,

[Your Name]