Dear [Manager Name],

I would like to attend PROSPEX 2019 Conference, December 11th – 12th December 2019 at the Business Design Centre, London.

PROSPEX 2019 is UK’s largest prospects fair, provides a venue for announced Licensees, E&P companies and governments to market their prospects and meet with potential investors to facilitate the deal making process. The extensive conference programme offers a contextual overview of licensing activities and related topics for the UKCS, onshore and surrounding areas.

As the premier event for promoting prospects in the UK and adjacent areas, PROSPEX creates a “hot spot” by bringing together key industry players and decision-makers, stakeholders and business leaders to help advance the value chain from “Prospects to Production.” The talks I am particularly interested in attending are:

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I will be able learn about the latest development, 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]. 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]