

[Date]

RE: ATCE 2025 – Annual Technical Conference and Exhibition

Dear [Supervisor’s Name],

I am interested in attending the [SPE Annual Technical Conference and Exhibition (ATCE)](https://Atce.org) 2025 to gain valuable knowledge, expand my professional network, and bring back insights that will benefit our organization. ATCE is SPE’s flagship event and one of the industry’s premier gatherings, showcasing global expertise on energy innovation, technical advances, sustainability solutions, and emerging business opportunities. It will take place 20–22 October 2025 at the George R. Brown Convention Center in Houston, Texas, USA.

Some specific aspects of the technical agenda, which I am very excited about include [insert session title, networking events, and other activities you plan to participate in]. Being the [insert job title], it is my goal to attain [insert goals as related to your job responsibilities]. As one of our organization’s key goals is to [insert company’s goals], I believe that attending ATCE will contribute to [insert the potential benefits from attending and how they will boost efforts to accomplish company goals].

Below is an estimated cost breakdown for my attendance:

|  |  |
| --- | --- |
| **Item** | **Estimate (USD)** |
| Conference Registration (includes 3 days of all technical sessions, networking, and exhibition hall access) |  |
| Accommodations |  |
| Flight/Travel |  |
| Miscellaneous |  |
| Total |  |

Once I return from the conference, I plan to compile a brief presentation on new contacts acquired, detailing the latest technology displayed, vendor product and service updates and information in addition to notes from key presentations and conference materials to share with the team.

Thank you for considering my request to attend this important industry event. I am confident that my participation in **ATCE 2025** will deliver meaningful value to our team and align with our broader organizational goals.

Sincerely,  
[Your Name]