

Justification Letter

**[Date]**

Attending the SPE Annual Technical Conference and Exhibition

Dear **[Supervisor’s name]**,

My interest in attending the [SPE Annual Technical Conference and Exhibition](http://www.atce.org) rises from the need to acquire valuable knowledge and important contacts in the E&P industry, which I am confident will open new doors and opportunities for our organization.

The event is scheduled from 20–22 October 2025 and will take place in the heart of the energy industry, Houston, Texas. This conference brings together experts and leaders to share valuable insights, high-level discussion, and showcase innovative ideas within the oil and gas industry.

ATCE focuses on the latest technical information and best practices addressing critical industry challenges. The [robust 2025 program](https://www.atce.org/program) offers sessions on conceptual technologies, case studies, and practical solutions, making it a unique opportunity to gain actionable knowledge.

I would like to highlight some specific aspects of the SPE Annual Technical Conference and Exhibition which I am very eager to attend **[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].**

Mentioned below is an estimation of the costs:

* Conference registration: **[$xxx]**
* Roundtrip airfare: **[$xxx]**
* Transportation: **[$xxx]**
* Hotel: **[$xxx]**
* Meals: **[$xxx]**
* Total cost: **[$xxx]**

As one of our organization’s key goals is to [insert company’s goals], I believe attending ATCE will directly contribute to **[insert potential benefits and how they align with company goals]**. ATCE has consistently delivered proven value, as demonstrated in its [post-event report](https://www.atce.org/about-atce/atce-post-event-report).

Once I return from the conference, I plan to compile a brief presentation on new contacts acquired, details on the latest E&P technology showcased, 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 support of my attendance at the SPE Annual Technical Conference and Exhibition.

Sincerely,

**[Your name]**