



[Date]

RE: Offshore Technology Conference 2025

Dear [Supervisor's name],

I am interested in attending the [Offshore Technology Conference](#) to acquire valuable knowledge and important contacts in the offshore energy sector. This conference will feature key insights by global experts on technological advances, safety and environmentally focused solutions, and economic and regulatory impacts. It will take place from 5–8 May 2025 at NRG Park 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 OTC will contribute to [\[insert the potential benefits from attending and how they will boost efforts to accomplish company goals\]](#).

I have estimated a detailed cost breakdown related to my attendance.

<b>Conference Registration</b> <i>*This includes access to all education sessions, networking, and the exhibition hall from Monday, 5 May to Thursday, 8 May</i>	USD
<b>Accommodations Estimate</b>	USD
<b>Flight/Travel Estimate</b>	USD
<b>Miscellaneous</b>	USD
<b>Total</b>	<b>USD</b>

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 support of my attendance at this important industry event.

Sincerely,  
[Your name]