

Dear [Manager Name],

I would like to attend the 18th PESGB / HGS Africa E&P Conference, October 1-2 2019 at the Olympia Conference Centre, Olympia London.

**The Africa E&P Conference** is technical conference and exhibition focused on latest developments in African Exploration and Production. It is highly regarded as the primary technical E&P conference and exhibition on Africa, and in 2017 was attended by over 600 delegates from more than 30 different countries including Congo, Comoros, Gabon, Guinea, Madagascar, Mozambique, Namibia, Nigeria, Sierra Leone and South Africa.

Africa E&P Conference offers a wide selection of talks, across the geographical regions of Africa including recent discoveries and forthcoming wells in Africa, Technical overviews of basins hosting licences rounds (providing a unique opportunity to fast track your technical knowledge ahead of bid deadlines) and overviews of technical workflows that set the standard for industry best practice.

The talks I am particularly interested in attending are:

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I will be able learn about the latest development in African E&P, 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 30th June. 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]