Conference Attendance Request Letter

Dear <SUPERVISOR>,

I would like to attend Southern Gas Association’s (SGA) Natural Gas Connect (NGC) Conference on June 12 -15, 2023 in Louisville, Kentucky . Attendance at this conference will enable me to attend a variety of educational sessions and give me direct access to the expertise and experience of a network of leading industry professionals.

This year’s NGC Conference will offer over 110 sessions specifically designed for skill-building, professional development, and enrichment while earning PDH credits. The NGC Conference is comprised of diversified programming of educational sessions focused on a wide range of topics that include: <customize list to the most relevant tracks for you>

* Industry innovation
* Developing a hybrid portfolio
* Operational project management and business development.
* Reliability and integrity
* Continuous improvement
* Safety and risk management
* Environmental, Social & Governance (ESG)
* Workforce attraction, retention and leadership development
* Diversity, Equity & Inclusion (DEI)
* Regulatory and policy
* Underground storage

A few of the relevant sessions being offered that would provide increased value to my position with <COMPANY NAME> are:

* <list most relevant sessions for your position or career development goals>

I will have the opportunity to participate in panel and roundtable discussions with industry experts and peers to see how others are solving problems like ours, <specifically \_\_\_\_\_\_,>. These are topics with solutions that I can bring to our organization for actionable steps.

These sessions will help <COMPANY NAME> stay ahead of a challenging and fluctuating environment. They can provide solutions to concerns that our company and industry face. The ideas, best practices, contacts, and tools I will gain from this conference will provide valuable resources and I am committed to sharing knowledge gained with our team.

I understand we must be very conscientious of how we spend money. I have budgeted $XXXX to attend SGA’s conference.

I believe attendance at this conference is a sensible investment toward our future.

Sincerely,

<EMPLOYEE NAME>