**2025 SGA Safety & Training Conference Attendance Request Letter**

Dear <SUPERVISOR>,

I would like to attend the Safety & Training Conference, hosted by SGA Natural Gas Association, on June 23–24, 2025, in Milwaukee, Wisconsin. This conference is built for professionals responsible for safety leadership, training, compliance and incident prevention in the natural gas industry. It offers a focused setting for real-world learning, peer connection and sharing strategies that directly apply to our work.

This year’s agenda features expert-led sessions across key topics, including:

* Safety Culture and Workforce Engagement
* Operator Qualification Programs
* Technical Training and Knowledge Transfer
* Safe Driving and Field Operations
* Leadership Development and Succession Planning
* Risk Reduction and Incident Prevention
* Emerging Technology in Safety (e.g., digital twins)

Sessions relevant to my role at <COMPANY NAME> include:
<List the most applicable sessions that align with your career goals or address company priorities>.

The conference also includes:

* A keynote on modern safety leadership by Lauren Gilliland, VP Gas at Xcel Energy
* Recognition of Meritorious Action Award Honorees who have demonstrated outstanding field leadership
* An optional networking event at the Brewers vs. Pirates game in a private suite

Attending this event will allow me to bring back proven strategies, contacts, and practical tools to support continuous improvement at <COMPANY NAME>. I’m also committed to sharing what I learn with our team to extend the benefits of this experience.

I have budgeted $XXXX to attend and believe the return in applied knowledge, peer benchmarking and professional development will make this a worthwhile investment.

Thank you for considering this opportunity.

Sincerely,
<EMPLOYEE NAME>