

Dear <Insert Your Manager's Name Here>,

WE Connect 2020, W Energy Software's annual user conference, is taking place from October 7-9 at the Hyatt Regency Hill Country Resort in San Antonio. This is a valuable opportunity for me and our organization to stay up to date with the latest best practices, learn from peers and subject matter experts, and get the most out of our W Energy Software investment and partnership.

I am requesting your approval to attend WE Connect 2020, including travel to San Antonio, lodging for the event, and related registration fees.

My goal for attending WE Connect 2020, is to bring valuable knowledge and best practices from the user conference back to our organization. The benefits of attending WE Connect include:

- Multiple learning tracks that can be applied toward Continuing Education Credits
- Case studies from our peers and networking with subject matter experts and partners
- Opportunity to nominate enhancements to the W Energy Software roadmap
- Deeper knowledge of the products we use and best practices our team can apply

In consultation with you, I will select a WE Connect 2020 learning track appropriate to our organizational goals. A summary of all costs associated with WE Connect 2020 is provided below:

<b>WE Connect 2020 Related Expenses</b>	<b>USD</b>
<i>Registration</i> – WE Connect 2020 event registration includes all conference activities, two receptions, and all meals during the conference. <i>**Early bird pricing ends September 1, 2020</i>	\$849 Early Bird OR \$949 Standard
<i>Lodging</i> – Discounted room rate at the Hyatt Regency Hill Country Resort of \$219 per night (limited space availability)	\$438 for 2 Nights
<i>Travel</i> – I plan to [drive or fly] to WE Connect 2020. The estimated cost for [mileage or airfare] is provided (airfare cost will increase closer to the event date)	[\$travel] [Mileage/Air]
<b>Total Estimated Investment</b>	<b>[\$Your Total]</b>

As you may know, W Energy Software continues to see rapid adoption across upstream and midstream companies. As a result, WE Connect 2020 attendance is expected to be the highest ever this year. I know that we will receive a lot of value from WE Connect 2020 including learning what's new with the products we currently own and getting insight into the roadmap for future releases. It will also help us develop better contacts with industry experts and gain knowledge in new areas of the W Energy Software platform.

Please let me know if this request is approved at your earliest convenience, in order to secure my spot at WE Connect 2020 before the Early Bird pricing deadline of September 1, 2020.

Thank you for considering this request and I look forward to your response.

<Your Name and Signature>