Dear <insert supervisor’s name>,

I would like to attend AAPL’s 66th Annual Meeting and Professional Development Land Conference taking place June 17-20, 2020, in Huntington Beach, California. The AAPL Annual Meeting is the premier educational event for land professionals. This year’s conference will feature close to 30 education sessions covering a wide variety of topics and led by industry experts. By attending, I can bring back those insights to not only enhance my contribution to our team, but also to advance our practices at <insert company name>.

The Annual Meeting will feature three keynote addresses, two off-site field trips, dual track education programming with access to video versions of all sessions, a multitude of networking events including a Welcome Reception and Landman’s Bash for all attendees plus regionally focused hot play happy hour events for those working in the same areas of interest.

Annual Meeting organizers are expecting more than 800 people in attendance. This three-day educational event with breakfast, lunch and evening events included in the fee is by far one of the most cost-effective and valuable conferences available. Not to mention, attendees can earn up to 38 educational credits toward advancing their careers.

If I register by April 3rd, we can take advantage of the early bird discount pricing of $600 for the full Annual Meeting registration — a $100 savings!

There will be additional travel costs, but AAPL offers special housing blocks at the host hotel, where all of the events take place. It’s also worth noting that the registration fee includes breakfast and lunch on Thursday and Friday, a sit-down dinner at the Landman’s Bash as well as complimentary food and beverages at the Welcome Reception and Happy Hours, which help attendees minimize expenses.

The AAPL Annual Meeting and Land Conference is integral to my professional development, and rather than having to attend multiple events throughout the year, this one will cover my strategic plan of advancing my career. I will bring back new ideas, best practices and solutions that we can implement right away. Additionally, I would be happy to share an overview of what I’ve learned and actionable takeaways with the team so that we can work together to move the department and <insert organization name> forward.

I hope you will consider my request and grant approval to attend.

Sincerely,

<name>