

LRGCC Justification

To: [Manager's Name]

From: [Your Name]

Date: [Date]

Subject: Request to Attend Laurence Reid Gas Conditioning Conference (LRGCC)

I would like to request approval to attend the Laurence Reid Gas Conditioning Conference (LRGCC), hosted by the University of Oklahoma from [Start Date] to [End Date].

LRGCC is the premier gas conditioning event of the year. Established in 1951, it provides high-level insights into several key areas critical to our business. I believe my attendance will provide direct value by allowing me to learn about:

- The latest research on gas sweetening and sulfur recovery to improve facility efficiency.
- Emerging technologies in LNG and Carbon Capture (CCUS) to inform our long-term strategy.
- New solutions for dehydration and liquids recovery directly from the authors of the research.
- Global industry trends by networking with experts, which can bring innovative ideas back to our team.

Upon my return, I will share a summary of my key learnings with the team. The total estimated investment is \$[Total Amount].

Thank you for considering this request. I am confident this conference will provide a significant return on investment through strategic insights and innovation.

Best,

[Your Name]