

Subject Line:

Why I must attend Enverus EVOLVE Conference in person

Hi [NAME],

I'm writing to request approval to attend the Enverus EVOLVE conference happening May 12 – 15, 2025 at Hilton-Americas in Houston, TX. *[If existing Enverus customer: We have been Enverus customers since XX and use XYZ solutions.]*

This is a valuable opportunity for me and our organization to stay informed on the latest technology best practices, learn from industry peers and subject matter experts, and get the most out of our Enverus software investment and partnership.

I am requesting your approval to attend EVOLVE 2025, including travel to Houston, lodging for the conference, and related registration fees.

My goal is to bring actionable knowledge back to share with our team that will position our company for success.

The benefits of attending EVOLVE include:

- Multiple learning sessions that cover industry challenges and solutions and current and future macro and economic outlooks
- Case studies from our peers and networking with subject matter experts and partners
- Opportunity to nominate enhancements to the Enverus roadmap
- Deeper knowledge of the products we use and best practices our team can apply

I will select a learning track appropriate to our organizational goals.

A summary of all costs associated with EVOLVE 2025 is provided below:

EVOLVE 2025 Related Expenses	USD
<i>Registration</i> – EVOLVE 2025 event registration includes all conference activities, two receptions and all meals during the conference. <i>**Super Early Bird Registration ends December 13, 2024</i> <i>**Early Bird Registration ends March 7, 2025</i>	<i>\$325 Super Early Bird or \$450 Early Bird or \$550 Standard</i>
<i>Lodging</i> – Discounted room rate at Hilton-Americas is \$279 per night (limited space availability)	<i>\$837 for 3 Nights</i>
<i>Travel</i> – I plan to [drive or fly] to EVOLVE 2025. The estimated cost for [mileage or airfare] is provided (airfare cost will increase closer to the event date).	<i>[\$travel] [Mileage/Air]</i>
Total Estimated Investment	[\$Your Total]

As you may know, Enverus continues to see rapid adoption across the energy ecosystem. By attending the EVOLVE Conference, we'll see immediate and direct value for the products we currently own and gain insight into the roadmap for future releases. It will also help us develop better contacts with industry experts and gain knowledge of new areas of the Enverus platform.

Please let me know if this request is approved at your earliest convenience, so I can secure my spot at EVOLVE before the Early Bird pricing deadline of March 7, 2025.

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

<Your Name and Signature>