**TO**:  
**FROM**:   
**SUBJECT**: About **GBTA Energy, Resources & Marine Symposium 2017 | Houston**  
  
[GBTA Energy, Resources & Marine Symposium 2017 | Houston](http://www.gbta.org/ERM_USA/Pages/default.aspx) is a regional business travel event designed for travel professionals in the in the oil, energy, resource, and marine fields and is set to take place on November 14. Nearly 200 travel professionals representing the biggest companies in energy, resources & marine industries today are set to gather in Houston. I believe this is a great opportunity for us to expose our company’s products and services to this unique group of potential clients.

In addition, several of the sessions featured will highlight what the future of business travel has in store. This information could prove valuable to us as it gives us the opportunity to craft our future product, design and marketing strategies based on the needs of our customers.

I have calculated the approximate breakdown of costs associated with my attendance:

|  |  |
| --- | --- |
| Registration | $ |
| Accommodations estimate | $ |
| Flight estimate | $ |
| **Total** | $ |

I would appreciate the time to discuss this opportunity in person and how you could potentially support my attendance.

Sincerely,   
Your Name Here