To:

From:

Re: Approval to attend Proofpoint Protect 2023

I'm writing for approval to attend [Proofpoint Protect 2023](https://www.proofpoint.com/us/events/protect), taking place **September 6 -7, 2023** at [The Conrad New York Downtown](https://www.hilton.com/en/hotels/nyccici-conrad-new-york-downtown/)**.**

Protect 2023 brings together some of the brightest minds in the industry, all of whom are dedicated to inspiring and empowering organizations’ cybersecurity programs. By attending this event, I will hear from industry experts around the globe, gain valuable insights into the latest trends and research in the field, and be involved in relevant discussions - all designed to help organizations address every stage of the modern attack chain. I can also network with peers who share my passion for cybersecurity.

By participating in Protect 2023, I’ll have the opportunity to learn how to stay ahead of today’s cyber threats and discover new ways to break the attack chain. With this unique opportunity, I can help our organization achieve its security goals with a people-centric approach.

Here’s a rough breakdown of conference costs:

* Full conference pass: **$Free- the event is complementary to Proofpoint customers.**
* Hotel room at [The Conrad New York Downtown](https://www.hilton.com/en/hotels/nyccici-conrad-new-york-downtown/)**$601.05 ($519/night + $82.05/night estimated applicable taxes)**
* Airfare: **$XX**
* Round-trip transportation between airport and hotel: $70-90
* Protect will offer the following meals (i.e., I won’t be billing back meals on these days):
  + Breakfast and lunch on Wednesday, September 6 and Thursday, September 7.
  + Evening appetizers on Wednesday, September 6.

Total: **$XXX**

If you’d like more information about the event, visit the [Protect 2023 website](https://www.proofpoint.com/us/events/protect). I’m also happy to answer any questions for you.

Thank you for considering this request, and please let me know if my attendance is approved at your earliest convenience.

Best,