Hi **<Insert Manager’s Name>**,

In our efforts this year to accelerate protecting our business through advanced technologies, I would like to request your approval to attend the [Proofpoint Protect 2019](https://www.proofpoint.com/us/events/protect) customer conference taking place September 4-5, 2019 in New York City. It is a leading conference and a great opportunity to meet with other security and compliance leaders and peers.

Attending Protect 2019 will allow me to:

* **Expand my knowledge of Proofpoint and its products**: With breakout sessions and workshops, I will learn about best practices to help drive the following initiatives for our business:
  + <initiative 1>
  + <initiative 2>
  + <initiative 3>
* **Network with industry experts**: I will have the opportunity to hear from thought leaders and peers during inspiring keynotes and super sessions that will offer unique perspectives, case studies, and success stories.
* **Evaluate additional solutions:** This is a great opportunity to see the entire Proofpoint platform live in action to determine additional ways to modernize our organization.

Upon my return from Protect 2019, I will share key takeaways, including those that we can implement immediately.

Thank you for your consideration of this request. To help mitigate costs, Proofpoint is not charging for the conference program. I can take advantage of the hotel room block for negotiated rates if I book my hotel early. Therefore, I appreciate your immediate attention to my request.

Regards,

**<Insert Your Name>**