

[date]

Subject: Request to Attend Converge Security Conference 2023

Dear [decision maker name],

I'm writing to request your approval for me to attend the in-person Converge Security Conference that will be held September 15, 2023 in Anaheim, California, USA. This annual event offers one day of learning, networking, and skill building. Converge Security Conference is one of the first security conferences that brings together cybersecurity, physical security and operational security and how these individual security practices share the responsibility of protecting, and defending our business. Converge Security Conference features thought provoking presenters and researchers to challenge how we view threats and manage risk across all security domains in a vendor-neutral environment.

With your approval to attend, I'll have the opportunity to:

Expand knowledge – Converge Security Conference gathers well-respected security practitioners and leaders to speak directly about the broader attack surface that is generally beyond the scope of separate inter-organization programs. Preparing for blended threats takes careful consideration. This conference brings into view perspectives from various domains, insight into how they operate, and a heavy emphasis on how we can collaborate to build more effective security programs that reduce risk across the organizational asset portfolio.

Reexamine our Risks – I'll have a chance to learn from visionary keynote speakers that have been on this journey within organizations just like ours to better understand how risks from cybersecurity, physical security and operational security are starting to intersect and converge. In addition, I'll be surrounded by peer practitioners and engaging with them on ideas on how we can work together across our respective silos to reduce risk in our businesses.

Meet security professionals, strengthen existing relationships, and build new relationships – This is an opportunity to expand our company's network and gain perspective from both the public sector, private sectors, and law enforcement. I will network with peers, counterparts from other security domains, clients, researchers, and consultants. I'll also have the opportunity to evaluate the latest security solutions on the market for cyber, physical and operational security. Lastly, I will have the opportunity to build new relationships that will help our organization down the road.

Attending Converge Security Conference represents a unique opportunity to gain incredible insight, develop skills that have been on my radar, and take lessons back to our own program - which can not be heard anywhere else.

The approximate costs for my attendance:

Flight	\$XXX
Transportation (round trip from airport to hotel)	\$XXX
Hotel (2 nights (for briefings only) at \$XXX per night)	\$XXX
Meals (2 days at \$XX per diem)	\$XXX
Conference Pass	\$XXX
Total cost to attend:	\$XXXX

I will submit a summary of my learning and opportunities when I return, and circulate an action plan of recommendations for consideration and discussion. I will also provide a review of the event to inform your decision on any future attendance by colleagues.

Thank you for your consideration. Please don't hesitate to call me if you would like to discuss or need additional clarification. I look forward to your reply.

Respectfully Yours,

[requester]