Subject: Request to attend VB2024 Conference

Dear [Decision maker],

I'm writing to request your approval for me to attend VB2024 (the 34th Virus Bulletin International Conference), 2-4 October in Dublin, Ireland.

This conference is an annual event at which the brains of IT security from around the world gather to learn, debate, pass on their knowledge and move the industry forward. The Conference covers all aspects of the global threat landscape.

The event (https://www.virusbulletin.com/conference/vb2024/) provides three days of learning opportunities and networking with industry experts and will cover topics that relate to the critical security issues and emerging threats that face organizations such as ours.

VB2024 offers:

- Presentations by world-leading security industry experts: this is where I will get the opportunity to learn about new technologies, new research and new threats to businesses. This will help ensure that my finger is on the pulse and arm me with the latest knowledge in these areas to help defend our systems and data.
- An environment in which I will be able to network with vendors, top industry experts and other IT security professionals, allowing me the opportunity to compare practices and experiences, and take home new information to apply in our own business environment. (The conference is designed to allow delegates to make the most of every networking opportunity – with seated lunches, a drinks reception and a dinner.)
- Access to key vendors: I'll have access to some of the leading innovators in the anti-threat space with the opportunity to talk with vendors face-to-face and discuss our business needs.
- Opportunities for high-level networking: throughout the three-day event I'll also have the chance to raise our company's profile and develop our relationships and contacts. In attending this event we will be sending out a strong message that our company is serious about security.

The conference is regularly attended by representatives from:

- All the major vendors and threat intelligence providers in the cybersecurity space (Avast, Avira, Bitdefender, Check Point, Cisco, CrowdStrike, ESET, Fortinet, Mandiant, Microsoft, Norton LifeLock, Palo Alto Networks, Proofpoint, Sophos, Symantec, Team Cymru, Trend Micro, Trustwave, Volexity and more)
- Anti-malware testing bodies (AV-Comparatives, AV-TEST, ICSA Labs, MRG Effitas, SE Labs and Virus Bulletin)
- Government and military organizations (including: US Dept of Defense, HMGCC, NATO, Government of Canada, National Dutch Police, National High Tech Crime Unit, Norwegian Armed Forces, Europol, US Air Force and more)
- Academic institutions (including: Czech Technical University of Prague, HU University of Applied Sciences Utrecht, Hungarian National University of Public Service, Royal Holloway University of London, Technical University of Ostrava, University of Innsbruck, Virginia Tech and more)
- Large multinational corporations (including: Amazon, Apple, BAE Systems, BlackBerry, Deloitte, Facebook, Google, HPE, Huawei, PwC, Siemens and more).

The approximate costs for my attendance are:

Flight: $XXX
Transportation (round trip from airport to hotel): $XXX
Hotel (3 nights at $XXX per night): $XXX
Meals (most are covered in the cost of the delegate pass): $XXX
Delegate pass (3 days): $XXX
Total cost to attend: $XXXX

I will provide a review of the event on my return to summarize what I have learned and highlight any appropriate points of action based on my findings and discussions.

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.

Sincerely,

[Add standard sign off]