**To:** <Manager/Department head’s name>

**From:** <Your name>

**Subject:** **Mimecast Cyber Resilience Summit 2019**

I’m requesting your approval to attend the [**Cyber Resilience Summit presented by Mimecast**](https://www.cyberresiliencesummit.com) in Dallas, Texas from October 28-30, 2019.

**Top 3 reasons I would like to attend:**

* Education: Improve my Mimecast skills and knowledge
* Community: Increase our team’s efficiency and productivity
* Innovation: Uncover new ways to bolster our organizations cyber resilience

**Conference Overview:**

The Cyber Resilience Summit presented by Mimecast includes product roadmap deep dives, networking with industry experts, hands-on training, tons of Mimecast experts and executives on-site to tap into, and more than 50 interactive sessions across multiple tracks each carefully crafted with customer input, expert insights, and industry and threat intelligence predictions. There are also additional Mimecast product training available at a reduced price. Plus, complimentary certification options available for full and half day sessions. These are limited and are available on a first come first serve basis.

[www.cyberresiliencesummit.com](http://www.cyberresiliencesummit.com)

**Estimated Cost Breakdown:**

|  |  |
| --- | --- |
| Full conference pass | $995 |
| Round Trip Taxi to/from Airport | ~$75 |
| Hotel Room Block $179 Plus Tax (Average of 2 Nights) | ~$400 |
| Meals (most are included with the conference) | ~$75 |
| Airfare (multiple flights daily into Dallas Fort Worth and Love Field airports | $ |
| **Total** | **$** |

When I return, I’ll summarize the major concepts, action items and will share all presentation materials for the sessions I attended. I believe that this is a sound investment and will add long-term value to our department. I’d like to register before costs go up (as noted above); please let me know if you have any questions regarding my request.

Sincerely,

<Insert your name here>