**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**](http://www.mimecast.com/summit/za) in Sandton on Thursday 29 August 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 organisation's 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 20 interactive sessions across multiple tracks each carefully crafted with customer input, expert insights, and industry and threat intelligence predictions.

When I return, I’ll summarise the major concepts, action items and will share all presentation materials for the sessions I attended. I believe that this will add long-term value to our department.

Sincerely,

<Insert your name here>