**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:** Free certification, hands-on labs, and 40+ breakout sessions that are eligible for CPE credits
* **Community:** Exclusive peer networking with the Mimecast community to share industry best practices, trends, strategies, solutions and more.
* **Innovation:** Increase our team’s efficiency and productivity to bolster our organizations cyber resilience

**Conference Overview:**

The Cyber Resilience Summit presented by Mimecast includes product roadmap deep dives, 100+ technical experts on-site to tap into, free certifications, hands-on labs, and 40+ breakout sessions across multiple tracks each carefully crafted with customer input, expert insights, and industry and threat intelligence predictions.

Certifications are included with the summit, however, there are limited seats available on a first come first serve basis to preserve the intimate classroom setting. [View the Agenda](https://www.cyberresiliencesummit.com/website/4849/agenda/)

**Estimated Cost Breakdown:**

|  |  |
| --- | --- |
| Full conference pass *(Reference Reg Code* ***CRS-DISCOUNT19*** *at checkout and save 50% - pay only $495)* | $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 | $400 |
| **Total** | **$** |

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>