

Subject: Request to Attend Black Hat Asia Conference 2018

Dear [decision maker name],

I'm writing to request your approval for me to attend the Black Hat Asia Information Security Conference to be held March 20-23, 2018 in Singapore. This annual event offers up to four full days of learning, networking, and skill building. The Conference (<https://www.blackhat.com/asia-18/>) brings together some of the greatest researchers and instructors from around the world, providing security information in a completely vendor-neutral environment.

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

Expand my knowledge – Black Hat Briefings gathers well-respected security professionals to speak candidly about the problems businesses and Governments face, as well as solutions to those problems. I'll have the chance to see visionary keynote speakers and get up to speed on the latest trends from industry leaders. Black Hat remains the best and biggest event of its kind, unique in its ability to define tomorrow's information security landscape. Black Hat is where the absolutely latest attack and defense research is released; I am particularly excited about [select something from <https://www.blackhat.com/asia-18/briefings/schedule/index.html>]

Learn new skills – This year's Training courses offer the essential knowledge and skills needed to defend our enterprise against today's most ominous security threats. Black Hat Asia 2018 brings together the best minds from around the world to provide a comprehensive and unique curriculum covering a broad spectrum of information security topics. In fact, many of the Trainings offered are exclusive to Black Hat and will be offered nowhere else this year. Training classes cover cutting edge issues and the very latest in the space– for example [select the training you seek from <https://www.blackhat.com/asia-18/training/index.html>, you may also wish to reference why you seek that particular instructor]

Meet security professionals – With information security professionals from around the world, this is an excellent opportunity to expand our company's network and gain perspective from both the public and private sectors. Between the ground-breaking Training and Briefing sessions, I'll network with peers, clients, researchers, consultants and providers. I'll also have the opportunity to evaluate the latest security solutions on the market. In addition, members of the media/analyst community are expected to attend and report on the announcements that distinguish Black Hat's unmatched informational reach from any other security conference.

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 (3 days at \$XX per diem)	\$XXX

Training: (insert specific class title) \$XXX (if applicable)

Briefings Delegate 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.