Subject: Request to Attend Black Hat USA Conference 2024

Dear [decision maker name],

I'm writing to request your approval for me to attend the Black Hat USA Cybersecurity Conference, to be held August 3-8, 2024, in Las Vegas, Nevada, USA. This annual event offers up to six full days of learning, networking, and skill building. Black Hat USA (<u>https://www.blackhat.com/us-24/</u>) is the show that sets the benchmark for all other cybersecurity conferences. Black Hat (<u>https://www.blackhat.com/</u>) brings together some of the greatest researchers and instructors from around the world, showcasing the latest in cybersecurity research, development, and trends in a vendor-neutral environment.

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

Expand my knowledge – Black Hat Briefings gather well-respected cybersecurity 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 cybersecurity landscape. Black Hat is also where the latest attack and defense research is released; I am particularly excited about [select something from https://www.blackhat.com/us-24/briefings.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 cyber threats. Black Hat USA 2024 brings together the best instructors and trainers from around the world to provide a comprehensive and unique curriculum covering a broad spectrum of cybersecurity topics. There are over 80 Training classes covering cutting-edge issues and the very latest in the space – for example [select the training you seek from_https://www.blackhat.com/us-24/training/schedule/index.html, you may also wish to reference why you seek that particular instructor]

Meet cybersecurity professionals – With more than 19,000 cybersecurity professionals from 125 countries, this is an 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, and consultants. I'll also have the opportunity to evaluate the latest security solutions on the market. In addition, more than 200 members of the media/analyst community are expected to attend and report on findings from the event, further distinguishing Black Hat's unmatched informational reach from that of any other security conference.

The approximate costs for my attendance:

Flight	\$XXX
Transportation (round trip from airport to hotel)	\$XXX
Hotel (3 nights (for briefings only) at \$XXX per night)	\$XXX
Meals (3 days at \$XX per diem)	\$XXX

Training: (insert specific class title)	<pre>\$XXX (if applicable)</pre>
Briefings 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.