

Date: XX/XX/2018

Subject: Request to attend the ISSA Mid-Atlantic Information Security Conference 2018

Dear [decision maker name],

As a security professional dedicated to remaining current on the latest industry, threats, and best practices, I request your support for my attendance at the 2018 Information Systems Security Association's (ISSA) Mid-Atlantic Information Security Conference on June 1, 2018 in Rockville, MD. This event offers attendees a full day of training by industry and Government leaders discussing some of the latest topics in cybersecurity. This conference will feature a variety of presentations and educational opportunities covering a number of critical information security issues and emerging concepts, such as malware, cloud security, governance, regulation and compliance, threats, professional development, application security and digital forensics.

If I receive your approval to attend, I'll receive:

- **A variety of information security education sessions to choose from.** This year's program includes four security tracks packed full of educational sessions. The attendee will have more than 15 educational sessions to choose from, which provides the attendee with choices to attend the sessions that are of most interest to them.
- **Access to key vendors.** I'll have access to leading technology and security organizations like Zscaler, Authentic8, Clearswift Corporation, Malwarebytes, NIH – NITAAC, Phoenix TS, and more.
- **Opportunities for networking.** Through the conference, I'll have a chance to raise our company's profile and further develop relationships and contacts. Furthermore, this event offers an opportunity to meet security professionals throughout multiple disciplines.
- **Continuing Professional Education (CPE) credits.** I will have the opportunity to earn up to 7 CPE credits for attending.
- **Early-Bird Pricing, I'm also offered a significant discount.** Early-bird pricing is \$130 that is \$20 off the Government rate and \$45 off the Industry/Contractor rate if I register **before April 15, 2018.**

The approximate costs for my attendance:

Flight	\$XX
Transportation (round trip from airport to hotel)	\$XX
Hotel (1 night at \$XX per night)	\$XX
Conference Pass	\$XX
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Total cost to attend:	\$XX

I will submit a list of the key things I learned and subsequent action plan when I return from the ISSA Mid-Atlantic Information Security Conference. I will also provide a review of the event to assist in your decision on any future attendance by colleagues.

Thank you for your consideration. Don't hesitate to contact me if you need more information, or would like to discuss this opportunity further. I look forward to your reply.

Sincerely,
[Name]