To:

From:

I’d like to attend Forrester’s Security & Risk event on December 10–11 in Washington, D.C. The Security & Risk provides two full days of data-driven best practice research, the unveiling of new innovations across the security & risk space, and networking with an elite community of security, risk, and privacy leaders. I’ll attend sessions that are directly applicable to improving our processes and creating a more trusted and secure organization in the year ahead.

Security & Risk is the most intensive learning experience that gets us the highest return on our investment, and this year’s event will provide opportunities to learn how Forrester can empower us to create a more trusted business and explore expanded security capabilities. The conference contains general sessions that reveal the latest security and risk research and insights, intimate breakout sessions with Forrester analysts on niche topics, and customer case study presentations — all focused on developing an effective trust agenda.

In these times when we’re focused on getting the most out of what we have, I think we must learn from successful peers and apply their experiences to our operations. Here are three of our projects that would benefit from what I’ll bring back from Security & Risk:

* [add project or initiative]
* [add project or initiative]
* add project or initiative]

This event will also give me a chance to meet and engage with some of our security partners. The Security & Risk Marketplace is a one-stop shop where I can discuss technology, learn about extended capabilities, and pick up new ideas to drive greater results from our implementation.

Here’s an approximate breakdown of conference costs:

* Airfare: $
* Transportation: (round-trip taxi from airport to hotel) $
* Hotel: two nights at $269 per night = $
* Registration fee: $3,295 (standard client rate)/$3,495 (standard non-client rate)

**Total:** $

I’m currently looking into ways to reduce my expenses, including airfare specials, hotel discounts, ridesharing, and meals with vendors. Also, if we attend as a team, we can get five tickets for the price of four.

This conference will deliver great ROI. I’ll learn how to better implement, operationalize, and justify our security initiatives with the confidence that the information I’m receiving is from proven, fact-based research. I’ll also develop and strengthen contacts with security and risk experts and gain knowledge to embed security in everything the business does. This will pay off in streamlined practices, proven solutions, and a new network of peers to call upon for ideas or help with problem-solving.

I’ll submit a post-conference report that will include an executive summary, important takeaways, tips, and a set of recommended actions to take to maximize our current investment. Additionally, I can share relevant information on emerging opportunities with key personnel in security, technology, privacy, and the executive team.

Thank you for considering this request. I look forward to your reply.

Regards,