**To:**

**From:**

I would like to attend Forrester’s Security & Risk Summit from **November 5–7, 2025, in Austin, TX.** This event is purpose-built for security, risk, and privacy leaders, offering actionable insights and proven strategies to strengthen our organization’s resilience, reduce risk exposure, and align security initiatives with business outcomes.

The summit will focus on helping leaders like me navigate today’s complex threat landscape, operationalize Zero Trust, and leverage AI responsibly. With leading keynotes, sessions, workshops, and executive roundtables, I’ll gain practical tools and peer-tested frameworks that I can apply immediately to our current initiatives.

In a time when we’re being asked to do more with less, this event offers a unique opportunity to learn from industry leaders and Forrester analysts who are solving the same challenges we face. Here are three key projects that would directly benefit from the insights I’ll bring back:

• [Add project or initiative]

• [Add project or initiative]

• [Add project or initiative]

This summit offers a valuable opportunity to meet one-on-one with Forrester analysts and gain access to unbiased, evidence-based research that I can bring back to strengthen our security and risk strategies. I’ll also have the chance to connect with key technology partners and peers facing similar challenges. In addition, Forrester will share proprietary frameworks and models — along with clear, actionable steps I can implement immediately to drive impact across our organization.

Below is an estimated breakdown of the event costs:

* **Airfare:** $\_\_\_\_
* **Transportation:** $\_\_\_\_
* **Hotel:** $\_\_\_\_
* **Individual registration rates:**
  + Early bird rate (register by August 13): $2,295 (client); $2,495 (non-client)
  + Standard rate: $3,295 (client); $3,495 (non-client)

**Total estimated cost:** $\_\_\_\_

To manage expenses, I will explore discounts on travel and accommodations. Additional savings come with complimentary access to session recordings for post-event review or team-sharing opportunities.

Attending Security & Risk Summit will equip me with the insights, tools, and connections needed to operationalize advanced security and risk strategies — helping us stay ahead of disruption, reduce exposure, and build trust across the organization. To ensure the investment delivers ROI, I will create a comprehensive post-event report with key takeaways, recommended actions, and tailored insights aligned to our current initiatives.

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

Sincerely,

[Your Name]