**To:**

**From:**

I would like to bring my team to 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, we’ll gain practical tools and peer-tested frameworks that we can apply immediately to our current initiatives.

By attending as a team, we’ll access the following benefits:

1. We’ll increase the skills and capabilities of our team while giving team members a chance to nurture the skills that most interest them. It will also help us break down silos and work more effectively across functions.
2. Attending as a team helps us reduce our training budget as Forrester offers team discounts, including buy two tickets for the price of one, depending on sign-up date.
3. Attendance will help my team with career development. In these times when we’re focused on getting the most out of what we have, attending Security & Risk Summit will allow us to learn best practices from other successful security leaders and apply their experiences to our priorities.

Here are some of our key initiatives that would benefit from our participation at Security & Risk Summit:

* [Add project or initiative]
* [Add project or initiative]
* [Add project or initiative]

This event will provide a chance for us to meet one-on-one with Forrester analysts and gather unbiased, evidence-based research to bring back to our organization. We can also engage with some of our technology partners. In addition, Forrester’s will share its extensive library of proprietary frameworks and models along with steps we can take to make immediate impact after the event.

Here are the names of the team members (including myself) who will be attending:

• Name

• Name

• Name

• Name

• Name

I’m currently looking into reducing my team’s expenses, including airfare specials, hotel discounts, ride-sharing, and meals with vendors.

Here’s a breakdown of the expected costs with applied team discounts:

* **Airfare:** $\_\_\_\_\_
* **Transportation:** $\_\_\_\_\_
* **Hotel:** $\_\_\_\_\_
* **Team registration discounted costs:**
* Two tickets for the price of one ($2,295 per ticket for clients)
* Two tickets for the price of one ($2,495 per ticket for non-clients)

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

Attending Security & Risk Summit together will enable our team to operationalize cutting-edge tech strategies, get ahead of disruption, and drive measurable growth. We plan to provide a post-event report summarizing key takeaways, proposed action plans, and insights for cross-functional application within our organization. This ensures knowledge sharing and maximized ROI for our attendance.

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

Sincerely,

[Your Name]