

Subject: Request to Attend Black Hat Trainings, at Sheraton Grand Chicago, October 22-23, 2018

Dear [decision maker name],

I'm writing to request your approval for me to attend the Black Hat Trainings, October 22-23, 2018 at Sheraton Grand Chicago. This new event offers two full days of hands-on learning, networking, and skill building. Black Hat sets the benchmark for all other security conferences. Black Hat Trainings (<https://www.blackhat.com/tr-18/>) brings together some of the greatest researchers and instructors from around the world, providing security information in a vendor-neutral environment.

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

**Learn new skills** – This year's Training courses offer the essential knowledge and skills needed to defend our enterprise against today's most ominous security threats. Black Hat brings together the best minds from around the world to provide a comprehensive and unique curriculum covering a broad spectrum of information security topics. In fact, over 40% of the Trainings offered are exclusive to Black Hat and will be offered nowhere else this year. Trainings cover cutting edge issues and the very latest in the space— for example [select the training you seek from <https://www.blackhat.com/tr-18/training/index.html>, you may also wish to reference why you seek that particular instructor]

**Meet security professionals** – With information security professionals from around the world, this is an opportunity to expand our company's network and gain perspective from both the public and private sectors. Between the ground-breaking Trainings, I'll network with peers, clients, researchers, and consultants.

**The approximate costs for my attendance:**

Flight	\$XXX
Transportation (round trip from airport to hotel)	\$XXX
Hotel (3 nights) at \$XXX per night)	\$XXX
Meals (3 dinners at \$XX per diem)	\$XXX
Training: (insert specific class title)	\$XXX (if applicable)

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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.