

## Subject: Request to attend Breakpoint 2014 Conference

Dear [Decision maker],

I'm writing to request your approval for me to attend Breakpoint 2014, an Information Security Conference, to be held on the 8<sup>th</sup> and 9<sup>th</sup> of October in Melbourne, Australia.

This conference is an annual event which brings together world-class security experts and trainers for a series of high quality seminars and training courses not usually available in Australia.

This event (<http://ruxconbreakpoint.com>) provides two days of learning and networking opportunities with industry leaders and will cover a full range of emerging threats and critical security issues facing business and government organisations.

Breakpoint 2014 offers:

- Presentations from world-class security experts. I will learn from industry leaders, expand upon my skills, and increase my professional development. This will help ensure that I am up to speed on the latest security issues. I will gain exposure to new concepts which will help me defend our organisation against emerging security threats.
- An opportunity to network with a broad spectrum of delegates from the Australian security industry. This will allow me to exchange experiences and compare practises, and bring back new ideas and proven methodologies.
- A substantial saving on professional development budget by attending a local event with a large number of high calibre international speakers usually only found at overseas conferences.

The approximate costs for my attendance are:

Flight: \$XXX

Transportation (round trip from airport to hotel): \$XXX

Hotel (3 nights at \$XXX per night): \$XXX

Meals (most are covered in the cost of the delegate pass): \$XXX

Registration (2 days): \$XXX

**Total cost to attend: \$XXXX**

I will provide a review of the event on my return to summarise what I have learned and highlight any appropriate points of action based on my findings and discussions.

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.

Sincerely,

[Add standard sign off]