Month 00, 2017

Dear [Manager’s Name],

I request approval to attend HPE Security’s premier event of the year [Protect 2017](https://software-events.ext.hpe.com/protectindex?utm_social=EmailMktg) on September 11-13 in Washington, D.C. I believe my attendance is a good investment for the following reasons:

* **Technology insights:** Protect 2017 will offer dozens of technical and business sessions, free workshops and hands-on demos targeted at application security, data security and intelligent security operations.
* **Knowledge building:** I can extend my knowledge of new HPE security products, partner solutions, security trends and related services to help our organization identify areas for growth.
* **Decision support:** I will have first-hand exposure to HPE’s entire security portfolio and product experts, as well as the opportunity to hear from industry thought-leaders and share ideas with hundreds of security colleagues.
* **Vision and strategy:** Senior HPE security executives will discuss the company’s roadmap and how technologies will evolve over the next decade to address emerging threats.
* **CPE credits:** In conjunction with Protect, I can earn 24 CPE credits for an additional $800. That’s a 33% discount off the regular price for credits, and includes an additional 16 credits simply for attending Protect.

The cost for three days of deep security education is $1,395. I am requesting approval for the registration fee and travel costs. {*User to add if needed*: Ideally, I’d also like $800 for CPE credits.}

Thank you in advance for your consideration, and please let me know if you would like any additional information about the event.

Best regards,

[Employee’s Name]