Dear Name:

I am writing to request your approval to attend the Machine Identity Protection Global Summit 2019: Venafi Customer Strategies for Success. The Global Summit is Venafi’s flagship learning and networking conference where I will have the opportunity to dive deep into Machine Identity Protection practices.

The conference is being held in Orlando May 13-16, 2019. I have reviewed the agenda and feel the conference would help advance our knowledge of Machine Identity Protection stuff. Because this is the inaugural year of the Global Summit, Venafi is waiving the registration fee of $895. Our expenses would be as follows:

Conference fee $~~895~~ $0

Flight $XXX

Hotel $597 + tax 3( nights at $199/nt)

Transfers $60

Total = $XXXX

I can get the training and education in 2.5 days that would otherwise require multiple courses and sessions throughout the year. During the conference, I’ll have access to:

* 8+ hours of educational sessions from Venafi experts and technology partners.
* 4+ hours of keynote presentations from Venafi leadership and industry experts.
* Streamlined access to key technology vendors in the Solution Expo.
* Peer-to-peer learning with attendees from other organizations all using Venafi.

Other staff members in our organization will benefit as well. I will meet with the team when I return from the conference to relay recommendations and action items, and circulate a detailed actionable Trip Report.  
  
Please accept this proposal to attend as I’m confident we will see significant return for the investment.

Thank you for your consideration. I look forward to your reply.