To:

From:

Approval to attend Proofpoint Protect 2024

I'm writing for approval to attend Proofpoint Protect Chicago 2024, taking place **October 29-30, 2024,** at the [Convene Willis Tower.](https://convene.com/locations/chicago/233-south-wacker-drive/)

Over two immersive days at Protect 2024, Proofpoint will help me learn how to secure our organization’s most valuable and vulnerable assets—its people.

I will collaborate and network with like-minded peers to:

1. **Get exclusive access:**Engage directly with world-renowned threat researchers and dive deep into emerging trends and insights from today's threat landscape.
2. **Enhance my skills:**Sharpen my Proofpoint skills and credentials with Discovery Labs, new analyst certifications and much more.
3. **Gain insider knowledge:**Discover the latest Proofpoint solutions and roadmaps—and how your company can best leverage these innovations.
4. **Network with industry leaders:** Connect and collaborate with fellow defenders, thought leaders and partners in a casual, fun environment.

Here is a rough breakdown of conference costs:

* Hotel rooms in the area run between $350-$400.
* Airfare: **$XX**
* Average ground transportation can range from $10-$15 each way.
* Protect will offer the following meals (i.e., I will not be billing back meals on these days):
	+ Breakfast and lunch on Tuesday, October 29
	+ Dinner on Tuesday, October 29
	+ Breakfast and lunch on Wednesday, October 30

Total: **$XXX**

If you would like more information about the event, visit the [Protect 2024 website](http://proofpoint.com/events/protect). I’m also happy to answer any questions for you.

Thank you for considering this request, and please let me know if my attendance is approved at your earliest convenience.

Best,