To:

From:

Approval to attend Proofpoint Protect 2024

I'm writing for approval to attend Proofpoint Protect EMEA 2024, taking place **October 1-2, 2024,** at the [London Hilton on Park Lane.](https://www.hilton.com/en/hotels/lonhitw-london-hilton-on-park-lane/?SEO_id=GMB-EMEA-TW-LONHITW)

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 room at the London Hilton on Park Lane is £399 (including VAT and breakfast)
* Airfare: **$XX**
* Average ground transportation can range from £30 - £40
* Protect will offer the following meals (i.e., I will not be billing back meals on these days):
  + Breakfast and lunch on Tuesday, October 1
  + Dinner on Tuesday, October 1
  + Breakfast and lunch on Wednesday, October 2

Total: **$XXX**

If you would like more information about the event, visit the [Proofpoint 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,