To:

From:

Approval to attend Proofpoint Protect 2024

I'm writing for approval to attend Proofpoint Protect New York 2024, taking place **September 10-11, 2024,** at [The Conrad New York Downtown](https://www.hilton.com/en/hotels/nyccici-conrad-new-york-downtown/).

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 Conrad New York Downtown](https://www.hilton.com/en/hotels/nyccici-conrad-new-york-downtown/)**$601.05 ($519/night + $82.05/night estimated applicable taxes)**
* Airfare: **$XX**
* Round-trip ground transportation between airport and hotel: $70-90
* Protect will offer the following meals (i.e., I won’t be billing back meals on these days):
  + Breakfast and lunch on Tuesday, September 10
  + Dinner on Tuesday, September, 10
  + Breakfast and lunch on Wednesday, September 11.

Total: **$XXX**

If you’d like more information about the event, visit the [Proofpoint Protect 2024 website](https://www.proofpoint.com/us/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,