To: <Insert Manager Name>

Approval to attend Proofpoint Protect 2025

I'm writing for approval to attend Proofpoint Protect Nashville 2025, taking place **September 22-24, 2025** at the [Gaylord Opryland Resort & Convention Center.](https://www.marriott.com/en-us/hotels/bnago-gaylord-opryland-resort-and-convention-center/events/) This is a powerhouse event, bringing together cybersecurity professionals globally to connect, learn, and deepen expertise in building strategies for a stronger human-centric security posture.

Over two and a half immersive days at Protect 2025, Proofpoint will share the latest innovative insights to optimize our existing Proofpoint deployment–enhancing protection for our most valuable and vulnerable assets–our people.

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

1. **Get exclusive insights:**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 our company can best leverage these innovations.
4. **Network with industry leaders:** Connect and collaborate with over 3,000 fellow defenders, thought leaders and partners in an informal environment.

Here is an estimated breakdown of conference costs:

* Full conference pass: **$595 with the Early Bird discount.**
* Hotel rooms in the area run between **$350-$450 per day**
* Airfare: **$XX**
* Average ground transportation can range from **$10-$15 each way.**
* Protect 2025 provided meals (i.e., I will not be billing back meals on these days):
  + Lunch on Monday, September 22 (if attending Certification sessions)
  + Breakfast, Lunch and Dinner on Tuesday, September 23
  + Breakfast and lunch on Wednesday, September 24
  + Total: **$500**

For more details, you can visit the [Protect 2025 website](http://proofpoint.com/events/protect). I’m happy to provide any additional information or answer questions.

Thank you for considering this request. Rates will rise to **$795** on August 25 so please let me know if my attendance is approved at your earliest convenience.

Best,

<Your name>