Dear [ENTER MANAGER’S NAME],

I would like your approval to attend the Cofense Submerge [Third Annual Phishing Defense Summit and User Conference](https://cofense.com/submerge18), from November 12 - November 14 at the JW Marriott Orlando, Grande Lakes in Orlando, FL.

This event offers 3 days of networking, learning, and sharing of phishing resiliency and phishing defense strategies that is packed with sessions broken into two primary tracks - **Phishing Resilience** and **Phishing Defense**. Topic areas include:

* How to launch and sustain real-world phishing conditioning, mitigation, and response efforts
* How to use Cofense solutions to minimize attack success and overall phishing risks
* Tutorials on malware analysis, threat intelligence, and much more
* Best practices for using employee-sourced intel in phishing response
* Phishing defense metrics and communicating success

Throughout the conference, I’ll meet and network with phishing defense experts from around the world, participate in hands-on learning, hear more about the latest in phishing defense best practices, and gain technical perspectives on unlocking the power of humans to defend against cyber threats.

These insightful discussions will give me practical, proven knowledge I can apply to my everyday job here at **[insert company]**. Between the content presented in the sessions, tracks, and keynotes, I plan to continue to strengthen my skills in **[X],** **[Y]** and **[Z]**, and walk away having learned/gained more insight into:

* **Goal 1**
* **Goal 2**
* **Goal 3**

More specifically, this phishing defense and user summit will cover the following topics that are relevant to what I’m working on:

* **[Topic 1] [Why it matters]**
* **[Topic 2] [Why it matters]**
* **[Topic 3] [Why it matters]**

When I get back, I will share key learnings and insight with the team, including those that we can implement immediately and those we can consider to improve our defenses against phishing attacks.

I’ve broken down the approximate cost of my attendance for your review and approval:

·       Airfare/Travel: **$xxxx**

·       Hotel: **[insert total amount based on $199 rate x number of nights]**

·       Early Bird Event Registration: $249

·       Total: **[Insert Total Amount]**

The earlier I can confirm my attendance, the more cost effective it will be. **Early Bird Registration ends on July 31st, and the opportunity to take advantage of discounted rates is going to go quickly.**

Thank you for taking the time to review this request, and I look forward to hearing from you.

Best,

[YOUR NAME]