**Hello [insert Manager’s name here]:**

I’m writing to ask for approval to attend the **AlgoSec Geek Week <*country*>** which will be held on <*date*> at <*location*>. Geek Week is the premier AlgoSec training event of the year, where I can get the most advanced training and certified on the AlgoSec Security Management Solution. I am requesting your approval to attend, as I believe it's the most cost-effective way to ensure that we’re getting the most from our AlgoSec Security Management Solution investment.

Geek Week is the one event each year that brings together the entire community of AlgoSec partners and customers from various regions. This provides an excellent opportunity to network with fellow AlgoSec users and security experts and learn how they are optimizing their AlgoSec Security Management Solution, as well as meet and spend valuable time with AlgoSec's executives and key R&D contacts.

Geek Week offers several comprehensive training courses, each training includes both theoretical knowledge transfer and hands-on lab exercises. At the end of the training, I will be taking the certification exam and will become a Certified AlgoSec Engineer. In addition to the technical training, this event offers unique sessions such as roundtable discussions, future product direction (roadmap) and the latest industry trends and technologies.

In particular, I’d like to focus on finding solutions or best practices that could benefit our projects:

• [add project or initiative]

• [add project or initiative]

• [add project or initiative]

After reviewing the training agenda and course outlines, I believe that this event is a great opportunity that we cannot afford to miss. I have identified numerous training sessions on the agenda which will assist to further our department’s technical skills, knowledge and productivity which should result in an immediate ROI.

Here’s an approximate breakdown of the event costs:

Airfare: $ \_\_\_\_\_\_\_\_\_\_\_ <*currency*>

Transportation: (round trip taxi from airport to hotel) $ \_\_\_\_\_\_\_\_<*currency*>

Hotel: $ \_\_\_\_\_\_\_\_\_\_\_ <*currency*>

Event Fee (Including Breakfast & Lunch): $ \_\_\_\_\_\_\_\_\_\_\_ <*currency*>

Total: $ \_\_\_\_\_\_\_\_\_\_\_ <*currency*>

Thank you for considering this request. I look forward to your reply.

Regards,

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