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

I’m writing to ask for approval to attend the **AlgoSec AlgoSummit User Forum and Geek Week training <*country*>** which will be held on <*date*> at <*location*>. AlgoSummit is the premier AlgoSec customer and partner event of the year, where I will receive first-hand access to Algosec’s roadmap and customer success stories. The Geek Week sessions will provide me with advanced training as well AlgoSec Security Management Solution Certification.

The AlgoSummit User Forum is a **free half-day** conference for confirmed AlgoSec customers & partners who are attending the AlgoSummit Geek Week Certification Training.

I am requesting your approval to attend the AlgoSummit, as I believe it's the most cost-effective way to ensure that we will continue to get the most from our AlgoSec Security Management Solution investment.

AlgoSummit User Forum and 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 training** 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.

At the **AlgoSummit User Forum** I will meet AlgoSec executives, key R&D contacts and other customer and partners. I will hear how my peers are addressing key business and technical challenges, the latest industry trends and best practices for security policy management as well as AlgoSec's vison and roadmap.

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 both the User Forum and Training agendas and course outlines, I believe that this event is a great opportunity that we cannot afford to miss. I have identified numerous 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: \_\_\_\_\_\_\_\_<currency>
(round trip taxi from airport to hotel)

Hotel: \_\_\_\_\_\_\_\_\_\_\_ <currency>

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

Total: \_\_\_\_\_\_\_\_\_\_\_ <currency>

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

Regards,
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