Dear << your supervisor's name >>:

I would like to attend Global Security Exchange (GSX), taking place 23-27 September, in Las Vegas, Nevada. Formerly the ASIS International Annual Seminar and Exhibits, GSX is the world's most trusted and established event for security professionals worldwide. GSX, powered by ASIS International, brings together 22,000 participants from across the security profession and around the world for a week of education, networking, and discovering the latest security solutions on the market.

With departmental and budget priorities in mind, I am outlining why my attendance is a good investment for our organization. During GSX, I will have access to:

* 300+ sessions on topics ranging from AI to VR, IoT security to insider threats, and robotics to radicalization—each delivering valuable, actionable takeaways
* A network of global peers, with whom I can discuss challenges, strategies, and best practices for anticipating and responding to threats
* Leading manufacturers and service providers in the exhibit hall that will allow me to explore, compare, and invest in the best options for our organization’s specific needs
* Critical information and insights from global leaders and experts in the field, as well as the opportunity to learn first-hand about end-user experiences from seasoned security professionals

I have identified several education sessions that will address specific challenges in our department. Getting the information in a seminar format will greatly reduce the time and expense that <your organization’s name> would normally incur in researching these topics.

<Insert session titles and descriptions which most apply to your responsibilities and challenges>

Below is an estimate of the costs associated with this event:

* Airfare: $[xxx]
* Transportation (taxis, shuttles): $[xxx]
* Hotel: $[xxx]
* Meals: $[xxx]
* Registration fee: $[xxx]
* Approximate total: $[xxx]

Please accept this proposal to attend, as I’m confident in the significant return we will receive for the small investment.  
  
Sincerely,

<your name here>