Subject: Request to attend VB2026 Conference

Dear [Decision maker],

I'm writing to request your approval for me to attend VB2026 (the 36th Virus Bulletin International Conference) 14-16 October in Seville, Spain.

This conference is an annual event at which the brains of IT security from around the world gather to learn, debate, pass on their knowledge and move the industry forward. The Conference covers all aspects of the global threat landscape.

The event (https://www.virusbulletin.com/conference/vb2026/) provides three days of learning opportunities and networking with both industry peers and enterprise users.

VB2026 offers:

- Presentations by world-leading security industry experts in which serious research is outlined and discussed. The conference has a broad focus, but concentrates on the analysis and prevention of real-world attacks: from malware analyses to APT campaign investigations; from research tools to new detection methods; from attacks against the BIOS to research into global infection rates. This is where I will get the opportunity to learn about emerging technologies and the latest research across our field.
- An environment in which I can network with industry peers, discuss issues, hear about the issues others are encountering, exchange ideas and make the connections that are vital to cross-industry collaboration.
- The opportunity to meet with enterprise users face-to-face and discuss their needs, both finding out how we can better serve them and bringing them awareness of what we can offer.
- Opportunities for high-level networking: throughout the three-day event I'll also have the chance to raise our company's profile and develop our relationships and contacts. In attending this event we will be sending out a strong message that our company is serious about its role in moving the industry forward. .

The conference is regularly attended by representatives from:

- All the major vendors and threat intelligence providers in the cybersecurity space (Gen Digital (Avast), Bitdefender, Check Point, Cisco Talos, CrowdStrike, ESET, Fortinet, Mandiant, Microsoft, Palo Alto Networks, Proofpoint, Sophos, Symantec, Team Cymru, Trend Micro, Trustwave, Volexity and more)
- Anti-malware testing bodies (AV-Comparatives, AV-TEST, MRG Effitas and Virus Bulletin)
- Government and military organizations (including: FBI, US Dept of Defense, HMGCC, NATO, Government of Canada, National Dutch Police, German Federal Police Criminal Police, National High Tech Crime Unit, Europol, US Air Force and more)
- Academic institutions (including: Czech Technical University of Prague, University of Alabama in Huntsville, University of Dunaújváros, University College Dublin, Obuda University, University of New Mexico, University of Innsbruck, Virginia Tech and more)
- Large multinational corporations (including: Allianz, Amazon, BAE Systems, BlackBerry, Booking.com, Deloitte, Google, Hermès, Huawei, Mastercard, PwC, Thales and more).

The approximate costs for my attendance are:

Flight: $XXX
Transportation (round trip from airport to hotel): $XXX
Hotel (3 nights at $XXX per night): $XXX
Meals (most are covered in the cost of the delegate pass): $XXX
Delegate pass (3 days): $XXX
Total cost to attend: $XXXX

I will provide a review of the event on my return to summarize what I have learned and highlight any appropriate points of action based on my findings and discussions.

Thank you for your consideration. Please don't hesitate to call me if you would like to discuss or need additional clarification. I look forward to your reply.

Sincerely,

[Add standard sign off]