To:

From:

Re: Approval to Attend RSA Charge 2020

Dear [Manager],

I'm writing for approval to attend the annual RSA user conference, RSA Charge 2020, taking place on October 5-8, 2020 in Orlando, FL.

RSA Charge 2020 is considered the premier event for risk and security professionals looking to thrive in the evolving world of digital business. The curriculum delivers over 125 training and educational sessions that would be open for my attendance including [fill in information here about specific emphasis of learning that you require].

The knowledge, skills, and the connections I can make at RSA Charge 2020 provide valuable benefits to increase my value to the company, such as:

- Understand which RSA solutions are right for our specific challenges, so we can make smarter use of our technology budget
- Do more with the technologies already in place, to help us stay competitive and keep costs down
- Build my in-house skills at a lower cost than hiring a third-party consultant
- Meet with RSA experts to get the latest updates and answers about challenges and pain points
- Plug into a worldwide network of knowledgeable professionals who share ideas on how to accomplish more with less and keep costs down without sacrificing innovation
- Have the opportunity to connect with other attendees and hear RSA partners talk about how successful companies tackle security and risk issues.

By attending RSA Charge I’ll become a more asset to our organization and can better leverage the RSA investment to yield a greater ROI.

If you’d like more information about RSA Charge 2020 check out www.rsa.com/charge
I’m also happy to answer any questions you may have. Please keep in mind that the sooner I register, the more we can save on on-site rates, and the greater the likelihood that we’ll secure more affordable travel and hotel rates.

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

Regards,