Dear **[your manager's name],**

I’d like your permission to attend the 2019 F5 Government Technology Symposium in Tysons Corner, Virginia. Attending this application security symposium will be beneficial for both my professional development and our organization’s knowledge. Over the course of the conference, I’ll have the opportunity to:

* Attend complimentary F5 trainings and receive up to 10+ hours of CPE training credits, which will be applied to my (ISC)2 training path. (I need a minimum of 40 hours a year to maintain my certifications).
* Take Certification trainings and on-site proctored testing in order to become an F5 certified administrator.
* Understand and deploy application Security Practices on Web Application Firewalls and Application Authentication to protect our mission.
* Get educated on technical best practices at over 25 sessions on such topics as Orchestration and Automation, Zero Trust Model, Secure Cloud Computing Architectures, Security and Identity, Bot Defense, and more.
* Gain valuable hands-on experience in day-long technical bootcamps, self-paced labs, two-hour workshops, and certification training.

The symposium is being held in **Tysons Corner, VA** at the Ritz-Carlton **on Tuesday, March 19 through Thursday, March 21, 2018**.

Here’s an estimated breakdown of costs:

|  |  |
| --- | --- |
| Domestic airfare estimate....................................... | $ |
| Hotel (three nights)................................................. | $269/night:  |
| Daily Parking...……………………………………………………… | $12/day (self-park) or $25/day (valet) |
| Certification testing cost……………………………………… | $0 |
| Registration fee....................................................... | $0 |
| Total........................................................................ | $ |

After the conference, I’ll circulate a report that will include a summary of what I learned and a set of recommendations to increase our team’s productivity and optimize our F5 investment.

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

**[Your standard close]**