SafeBreach Validate Summit 2023 Attendee Justification Letter

Subject: SafeBreach Validate Summit Attendee Justification

Hi <Recipient>,

I'm writing for approval to attend SafeBreach's Validate Summit, taking place May 17, 2023 in Dallas, Texas.

Validate Summit brings together top senior security industry innovators to discuss the changing requirements for building a proactive security program.

This year at Validate there will be two tracks targeting strategy and hands-on content, compelling keynotes and inspiring speakers, the opportunity to connect with my peers and so much more.

This is a chance for me to join SafeBreach and a team of security experts to discuss tools, techniques, and foundational principles required to help us build and optimize an elevated proactive security program in our organization.

Here's a rough breakdown of conference costs:

- Hotel room at one of the below hotels:
  - The Omni Frisco: $XXX
  - AC Marriott Hotel Dallas Frisco: $XXX
- Airfare: $XXX
- Round-trip transportation between airport and hotel: $50-70
- Validate will offer the following meals the day of (i.e. I won't be billing back meals on May 17):
  - Breakfast, lunch, and evening appetizers

Total: $XXX

If you'd like more information about the event, visit the [Validate website](). I'm also happy to answer any questions for you.

Thank you for considering this request, and please let me know if my attendance is approved at your earliest convenience.

Thanks,
<Your Name>