

## Elevate 2026 Attendee Justification Letter

**Subject:** SafeBreach Elevate Customer Summit 2026 Attendance Approval

Hi <Recipient>,

I'm writing for approval to attend SafeBreach's Elevate Customer Summit from May 11-13 in Austin, TX.

The Elevate Customer Summit brings together top cybersecurity leaders and innovators to discuss the challenges, best practices, and success stories around building a proactive security program. This year, there will be two tracks targeting both high-level strategy and hands-on technical content, with valuable opportunities to connect and network with my peers in between.

This is a chance for me to join SafeBreach and other industry experts to gain a better understanding of the tools, techniques, and foundational principles we can incorporate to build, grow, and optimize our own proactive security program. Upon my return, I would be happy to present key takeaways, ideas, and knowledge from the event to ensure my attendance benefits the entire team.

Below is a rough breakdown of the cost to attend:

- Hotel room at the Omni Barton Creek in Austin, TX: \$249/night x 2 nights = ~\$500
- Airfare: ~\$XXX
- Round-trip transportation between airport and hotel: ~\$50-70

**Total: \$XXX**

Additionally, the conference will provide the following meals on May 11-13:

- May 11, 2026 - Dinner
- May 12, 2026 - Breakfast, Lunch, and Dinner
- May 13, 2026 - Breakfast and Lunch

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

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

Thanks,  
<Name>

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