FROM: [your name]

TO: [your supervisor’s name]

SUBJECT: Professional Development Opportunity – KnowBe4’s KB4-CON 2023

I would like to attend the KB4-CON conference hosted by KnowBe4, from April 24-26, 2023 in Orlando, FL. The conference is three days packed with educational training sessions, cybersecurity best practices and thought leadership and invaluable networking with my peers. The conference will not only benefit me as an employee, but will also provide me with tangible takeaways for our entire team on how to better protect our company and human firewall. [When/Now that] the full schedule of sessions is released, we can go over the list together to determine which ones will benefit the company most.

Costs:

* Registration: $99
* Hotel: $234 USD per night, plus 14.5% tax & other applicable fees
* Travel: [Estimated from (your location) to Orlando International Airport/MCO]
* Meals: included at conference, minus travel days and additional meals as needed

Summary of Benefits for [your company]:

With the current threat landscape, everyone at [your company] is being asked to be more alert and protect the business wherever possible. This conference is a small investment in empowering us to do just that, and more. The sessions will provide me with more knowledge of the current security trends and stay up-to-date with the latest on the KnowBe4 platform. This knowledge will enable us to protect our own human firewall with more confidence, which will reflect favorably on [your company].

Thank you for considering my request. If I’m able to attend, I think you and I will both find that this was an extremely worthwhile investment and one that we may consider repeating year after year.

Thank you!

[your name]