**A Conference for Security Minded People to Gain Essential Knowledge**

Dear <insert managers name>,

I’d like to request your approval to attend Tandem’s 2022 KEYS Conference. This conference is an annual event designed to provide “Knowledge Essential to Your Security.” This year it will take place March 30 – April 1 at the Courtyard Marriott Hotel in Allen, TX.

The conference will give me a chance to connect with over 150 other security and compliance professionals from financial institutions across the country. I’ll receive the latest education on Information Security and Cybersecurity issues and I will be able to interact with Tandem staff members who can help me get the most out of our Tandem subscriptions. Currently we utilize <insert number> Tandem products, including: <insert list of products>.

Many attendees of this conference describe it as one of the most valuable events they attend all year and say they return home with ideas they can implement immediately. The conference includes four tracks and three general sessions covering the topics of cybersecurity, risk & compliance, and Tandem. I believe my participation in <insert specific track or sessions> will provide me valuable knowledge, especially as it relates to the following projects/initiatives I’m currently working on:

* <Project 1>
* <Project 2>
* <Project 3>

I’ve broken down the approximate cost of my attendance at KEYS from Wednesday to Friday, March 30 – April 1, below. The all-in cost to attend KEYS is less than the registration cost for many other conferences.

|  |  |
| --- | --- |
| Airfare  Airport Transportation  Hotel (2 nights at $141 night)  Conference (includes meals)  Parking  Internet Access  **Total** | $ 350 (if applicable)  $ 60 (approximate for ride share services)  $ 319 (including tax- currently 13%)  $ 599 ($535 if I register before Nov 1 and $575 if I register before Jan 1) $ 0 (complimentary)  $ 0 (complimentary)  **$1328** |
| *Total with Pre-Conference* | *$1,583 (limited seating available)* |

Thank you for your consideration of this request. The negotiated hotel rate is guaranteed through March 8th, but the hotel typically fills up before March. Therefore, I appreciate your immediate attention to my request.

Additional information about Tandem’s KEYS 2022 Conference is available at **Tandem.app/KEYS**.

Regards,

<insert your name>