

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Manager's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request approval to attend the upcoming Cybersecurity Training Seminar scheduled for [dates] at [location]. This seminar presents an invaluable opportunity for me to gain insights into the latest cyber threats and defenses, as well as to acquire best practices in cybersecurity that can greatly benefit our team and enhance our organizational security posture.

Attending this seminar will not only expand my knowledge but also empower me to contribute more effectively to our ongoing cybersecurity initiatives. I believe that the skills and knowledge acquired from this training can greatly aid our efforts in protecting our systems and data.

The total estimated cost for attending the seminar, including registration, travel, and accommodation, is approximately [amount]. I believe this investment will yield significant returns in terms of improved security measures and awareness within our team.

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]