*If justification is required to attend the RH-ISAC Cyber Intelligence Summit in October, download the following letter template documenting the rationale. The template can be adapted depending on the specific circumstances. If there are any questions, please reach out to* [*events@rhisac.org*](mailto:events@rhisac.org)*.*

**Letter:**

Dear XXX,

RH-ISAC is the most trusted voice in cybersecurity intelligence and information sharing for consumer-facing organizations. The Cyber Intelligence Summit is RH-ISAC’s biggest event, bringing together top cybersecurity leaders and teams to participate in interactive, practitioner-led discussions, breakout sessions, and keynote presentations. This year’s Summit is occurring in Dallas from October 2 – 4. I am interested in attending this event with this letter serving as my formal request to attend.

The RH-ISAC Summit is the “can’t-miss” event for cybersecurity professionals from the retail and hospitality industries. This event brings together leading experts from the industry promoting the sharing of best practices and is open to any cybersecurity professional who works for a consumer-facing company.

By attending this event in-person, I will have the chance to build trusted connections that enable our department to better share ideas. I will have the opportunity to speak with key solution providers and obtain information on the latest modalities. During the event, I will acquire content that is relevant to many issues and challenges we are encountering as a company. Additionally, I will have the ability to learn about the best practices and technologies utilized by top cybersecurity leaders.

**Optional bullet point to include:**

* ***If you are seeking multiple team members to attend*** *–* In addition to myself, I am seeking approval to bring \_\_\_\_ team members/business partners to the Summit. Their attendance will allow us to continue our investment and development in our people and build organizational resiliency.

The cost to register for the Summit is free for RH-ISAC Core Members. All meals are included during the event. The travel costs associated with this event are estimated to be $\_\_\_\_\_\_\_\_\_\_\_\_. This amount includes airfare and lodging accommodations.

Upon my return, I would be willing to provide a summary of my teachings, new ideas, and opportunities that benefit our program and organization.

Thank you for your support and I appreciate your consideration. Please let me know if there are any questions.