Dear [insert manager’s name]:

HTCIA’s Global Training Conference (GTE) is a four-day training event that gives attendees a chance to learn more through hands-on labs related to high-tech investigations and educational presentations on the latest trends in digital forensics.

This year’s event will be taking place July 22-25 at Planet Hollywood in Las Vegas. I’ve reviewed the agenda for this training event, and I believe that I can bring back a wealth of knowledge and ideas from the event. I would like to request approval to attend.

By having the opportunity to interact with global experts the field, I’ll have a firsthand look at the latest trends, opportunities, and challenges in digital forensics—and get rare insights that will be extremely valuable when bringing it back to my day-to-day duties along with those of our team.

The event includes a keynote and presentations from industry experts in the commercial and law enforcement space, hands-on training labs, digital forensics challenges, and much more. There will be a large number of educational sessions to choose from and I can pick and choose my agenda to best suit our needs.

CPE credits will also be issued for attendance at the in-person event.

**Costs and Travel:**

The approximate investment for my attendance at the 2024 HTCIA Global Training Event (GTE) is $(enter total estimated cost from elements below)

* **Conference Fee:** 
  + The early bird pricing for a non-member is $795 (member price is $595) through May 15th. Regular registration pricing is $895 for a non-member (member price is $695).
* **Transportation/Accommodation:** (Insert Amount)
* All attendees are responsible for their own transportation and accommodation costs.
* **Meals:**
* Breakfast, lunch, and refreshments will be provided on Wednesday and Thursday and at the Welcome Reception.
* **Training Courses:**
* The first two days of the conference include a series of half-day and full-day training sessions on a variety of topics. These are included in the cost of the conference.

When I get back from the conference, I will be happy to outline the key learnings that can assist our organization and will share presentation materials used at the conference.

Thank you for your consideration.

Kind Regards,

[insert name and title]