[Your Name]

[Your Title]

[Your Department/Agency]

[Your Contact Information]

[Date]

**Subject:** Justification for Attendance – 2025 GovRAMP Cyber Summit (October 2–3, 2025 | Chicago, IL)

Dear [Supervisor's Name],

I am writing to request approval to attend the 2025 GovRAMP Cyber Summit, taking place October 2–3, 2025, at the JW Marriott in Chicago, Illinois. Hosted by GovRAMP and presented by Carahsoft, this national summit convenes leaders across government and industry to address emerging cybersecurity risks, modernize procurement strategies, and advance secure innovation in cloud-based solutions.

The summit aligns directly with our department’s priorities by providing a practical, forward-looking forum to engage with experts and peers on the evolving landscape of public sector cybersecurity. Key focus areas of the event include:

* Collaboration: Developing coordinated approaches to cybersecurity across federal, state, and local governments and their partners.
* Innovation Enablement: Exploring secure implementation of AI/ML and other emerging technologies in cloud environments.
* Procurement Alignment: Understanding how procurement strategies can serve as levers for risk reduction and security enhancement.
* Framework Harmonization: Advancing unified standards and consistent expectations across jurisdictions.
* Knowledge Exchange: Gaining actionable insights, tools, and best practices from peer agencies and leading practitioners.

The summit will feature keynote presentations, panel discussions, workshops, and learning labs designed specifically for public sector technology and security professionals. Participants will have the opportunity to engage in tabletop exercises, contribute to working sessions, and learn from state and federal leaders shaping the future of cyber governance.

**Anticipated Audience:**

* 400+ total attendees
* 50+ government entities represented
* 60% of participants are decision-makers
* Attendees include CIOs, CISOs, procurement officials, and cloud security leaders

I am confident that my participation will directly support our organizational objectives. The knowledge, tools, and strategic connections I gain at this summit will strengthen our ability to manage cyber risk, streamline secure cloud procurement, and stay aligned with emerging federal and state policy directives.

Thank you for considering this request. Please let me know if additional documentation is needed to support this justification.

Sincerely,

[Your Name]

[Your Title]