**Date:**

**Your Employers Name**:

**Your Employers Title**:

**Subject**: Approval to Attend **Continuity & Resilience Today (CRT)**

Dear **[Employers Name],**

This memo seeks your approval so that I may attend the *Continuity & Resilience Today* (CRT) conference in-person in Toronto on October 24-25, 2023.

CRT is widely regarded as the premier annual conference in Canada that brings business continuity management (BCM) practitioners together under one roof. CRT provides me with the opportunity to learn from an excellent education program that provides training, lessons learned and best practices to assist me with mitigation, preparedness, response and recovery from both man-made and natural disasters our organization may face.

CRT educates business continuity professionals so they can:

* Share critical lessons learned
* Obtain preparation and response strategies to current and emerging threats
* Gain Continuing Education credits to maintain my BCM credentials
* Network with peers and vendors in the BCM community

The Program covers events such as:

* Cyber Attacks
* Data Breach
* Unplanned Outages (electrical, telecom)
* Adverse Weather
* Health & Safety
* Security Incidents (active assailant)
* Terrorism
* Supply Chain Disruption
* Human Resources (loss of key talent)

Not only is CRT the best option for my professional development, more importantly it is an excellent investment into mitigating a business interruption should some type of disaster affect [COMPANY NAME].

Thank-you for considering my request.

Sincerely,

**[Your Name]**

www.wcdm.org