**To:**

**From:**

I would like to bring my team to Forrester’s Technology & Innovation Summit EMEA from **8–10 October 2025 in London**. This event is tailored for technology and data leaders, offering actionable strategies and tools to craft a tech strategy that accelerates high-performance IT, fuels AI achievement, navigates risk, and delivers true business results.

T&I Summit offers opportunities for our team to gain personal access to industry experts and Forrester analysts, as well as to participate in hands-on workshops and networking events — all tailored to meet the needs of tech professionals. This year’s theme, “Master tech mayhem,” will focus on helping technology organisations adapt and succeed in the midst of disruption. It features in-depth track sessions, workshops, and discussions to deliver practical, tangible strategies.

By attending as a team, we’ll access the following benefits:

* First, it allows us to increase the skills and capabilities of our team while giving team members a chance to nurture the skills that most interest them. It also will help us break down silos and work more effectively across functions.
* Second, attending as a team helps us reduce our training budget, with Forrester offering team discounts that allow us to register three team members for the price of two.
* And third, it helps my team with career development. In these times when we’re focused on getting the most out of what we have, attending T&I Summit will allow us to learn best practices from other successful tech leaders and apply their experiences to our priorities.

Here are some of our key initiatives that would benefit from our participation at T&I Summit:

* [Add project or initiative]
* [Add project or initiative]
* [Add project or initiative]

This event will provide a chance for us to meet one to one with Forrester analysts and gather unbiased, evidence-based research to bring back to our organisation. We can also engage with some of our technology partners. In addition, Forrester’s extensive library of proprietary frameworks and models will be shared, along with steps that we can take to make immediate impact after the event.

Here are the names of the team members (including myself) who will be attending:

• Name

• Name

• Name

• Name

• Name

I’m currently looking into reducing my team’s expenses, including airfare specials, hotel discounts, ride-sharing, and meals with vendors.

Here’s a breakdown of the expected costs with applied team discounts:

* **Airfare:** €\_\_\_\_\_
* **Transportation:** €\_\_\_\_\_
* **Hotel (three nights at** €**\_\_\_\_\_ per night):** €\_\_\_\_\_
* **Team registration discounted costs (three tickets for the price of two):**
* €3,991 for three client tickets
* €4,391 for three non-client tickets

**Total cost:** €\_\_\_\_\_

Attending T&I Summit together will enable our team to operationalise cutting-edge tech strategies, get ahead of disruption, and drive measurable growth. We plan to provide a post-event report summarising key takeaways, proposed action plans, and insights for cross-functional application within our organisation. This ensures knowledge sharing and maximised ROI for our attendance.

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

Sincerely,

[Your Name]