**To:**

**From:**

I would like to attend Forrester’s Technology & Innovation Summit North America from **November 2–5, 2025, in Austin, Texas.** 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 will focus on helping technology organizations master tech mayhem as technology disruption continues its relentless pace. It features over 70 in-depth track sessions, workshops, and discussions to deliver practical, tangible strategies. These interactive sessions, exclusive leadership programs, and roundtables will allow me to engage deeply with the materials and apply what I learn in real time.

In these times when we’re focused on getting the most out of what we have, I think it would be extremely helpful to learn from other successful tech leaders and apply their experiences to our operations. Here are three of our projects that would benefit from what I’ll bring back from T&I Summit:

• [Add project or initiative]

• [Add project or initiative]

• [Add project or initiative]

This event will provide a chance for me to meet one on one with Forrester analysts and gather unbiased, evidence-based research to bring back to our organization. I 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 I can take to make immediate impact after the event.

Below is an estimated breakdown of the event costs:

* **Airfare:** $\_\_\_\_
* **Transportation (round-trip airport to hotel):** $\_\_\_\_
* **Hotel (three nights at $\_\_\_\_ per night):** $\_\_\_\_
* **Individual registration rates:**
  + Super early bird rate (register by July 23): $2,795 (client); $2,995 (non-client)
  + Early bird rate (register by August 13): $2,995 (client); $3,195 (non-client)
  + Standard rate: $3,895 (client); $4,095 (non-client)

**Total estimated cost:** $\_\_\_\_

To manage expenses, I will explore discounts on travel and accommodations. Additional savings come with complimentary access to session recordings for post-event review or team-sharing opportunities.

Attending T&I Summit will provide me with the tools, insights, and connections needed to operationalize cutting-edge tech strategies, enabling us to get ahead of disruption and drive measurable growth. I will ensure that the investment delivers ROI by creating a comprehensive post-event report with key takeaways, recommended actions, and tailored insights relevant to our initiatives.

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

Sincerely,

[Your Name]