**To:**

**From:**

I want to bring my team to 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 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 organizations adapt and succeed in the midst of disruption. It features over 70 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 five team members for the price of four — that’s a 20% savings for our company.
* 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 on one with Forrester analysts and gather unbiased, evidence-based research to bring back to our organization. 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 (five tickets for the price of four):**
* $11,180 for five client tickets ($2,795 per ticket)
* $11,980 for five non-client tickets ($2,995 per ticket)

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

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

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

Sincerely,

[Your Name]