**Subject:** Approval request to attend at [**Gartner IT Symposium/Xpo™ 2025, 17 – 19 November 2025, Kochi, India**](https://www.gartner.com/en/conferences/apac/symposium-india)

Hi [NAME],

I’m requesting approval to attend [**Gartner IT Symposium/Xpo™ 2025, 17 – 19 November 2025, Kochi, India.**](https://www.gartner.com/en/conferences/apac/symposium-india) This annual Gartner conference for CIOs and IT Executives is a great opportunity to explore the latest technology, engage with industry leaders on best practices and meet with Gartner experts one-on-one to refine our strategies and approaches to advance our goals.

I’ll also network with peers to gain exposure into how they are tackling projects and meet leading innovative solution providers to dig into demos of their latest tech and assess options based on our goals.

The conference pass costs INR 2,09,000 + GST, but the rate \_\_\_\_\_\_\_\_

[Insert one of the following options]

* Option A: can be reduced by applying a prepaid Gartner ticket(s).
* Option B: can be significantly reduced by registering through a Gartner account representative.
* Option C: for public-sector organizations, is discounted to INR 1,72,600 + GST.
* Option D: is currently being offered at early bird pricing and is discounted to INR 1,83,900 + GST until 19 September 2025.

Here’s a quick look at how a few of the sessions align with what we’re working on:

**Your Initiative 1**

* Session/Track 1
* Session/Track 2

**Your Initiative 2**

* Session/Track 1
* Session/Track 2

**Your Initiative 3**

* Session/Track 1
* Session/Track 2

After the conference, I plan to share a detailed summary of key take-aways, best practices and action plans to tackle our team’s critical priorities.

Here’s what past attendees have said:

*“The quality of this Gartner IT Symposium/Xpo is second to none. The ability to have industry thought leaders, practitioners and solution providers in one location is invaluable. Definitely worth the investment for any current or aspiring IT leader.”*

2024 Conference Attendee

Please let me know if I can move ahead with registering for the conference. If you have any questions or need more info, just let me know. You can also look at [**Gartner IT Symposium/Xpo™ 2025, 17 – 19 November 2025, Kochi, India**](https://www.gartner.com/en/conferences/apac/symposium-india) website for more details.

Thanks for considering this and looking forward to your thoughts.

Best,  
[Name]