**Subject:** Approval request to attend at Gartner IT Symposium/Xpo™ 2025, October 20 – 23, in the Orlando, FL.

Hi [NAME],

I’m requesting approval to attend [**Gartner IT Symposium/Xpo™ 2025, October 20 – 23, in the Orlando, FL.**](https://www.gartner.com/en/conferences/na/symposium-us) This annual Gartner conference for CIO & 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 **$7,925**, 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 **$5,925.**

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:

***“You have all of the CIOs in the world, all together. It's a wealth of expertise and experience that I love to tap into and continue to stay connected with.”***

***Damon Frost  
CIO, P&G Beauty, Procter & Gamble***

*[“Insert testimonial here”]*Name, Title, Company

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 [**Gartner IT Symposium/Xpo™ 2025, October 20 – 23, in the Orlando, FL,**](https://www.gartner.com/en/conferences/na/symposium-us) website for more details.

Thanks for considering this and looking forward to your thoughts.

Best,  
[Name]