To:

From:

Subject: **2015** **Esri Middle East and North Africa User Conference**

I would like to attend the Esri Middle East and North Africa User Conference (MENAUC), November 17 –19, in Abu Dhabi, United Arab Emirates.

MENAUC is the best way to ensure that our organization is getting the most from our GIS investment.

For two and a half days in one place, this conference provides Esri software training, user presentations from peers in the region who share best practices, and opportunities for me to get our specific technical questions answered by Esri staff. The MENAUC will connect me with GIS users from our region and industry.

Many professionals from the region’s top industries will attend the MENAUC, representing commercial sectors, government organizations and more. This abundance of user‐to‐user communication opportunities is essential for learning about real-life GIS experiences, best practices, and tips.

This is an especially important year for me to keep up with changes in geospatial technology because of rapid advancements in the field. GIS is becoming more powerful and accessible, and I need to know how we can leverage its capabilities to make the most of our resources and keep up with our competition. These are three current and upcoming projects that could benefit:

1. [*Enter current projects that will benefit from your attendance at MENAUC*]

I’m also looking at ways to reduce expenses through registration, special hotel and airfare rates, ride sharing, and meals. When you consider how much we will gain from attending, the conference is well-worth the expense.

If I attend, I would submit a post-conference summary, including a set of recommended actions to further our GIS work. I’d also be more than happy to share relevant information with other staff members and departments.

Thank you for any consideration you give this request, and I look forward to your reply.

**Sincerely,**

**[Name]**

**[Title and contact information]**