To:[Manager Name] From:[Your Name]

Re: Approval to Attend the 2016 Esri Federal GIS Conference

Dear [Manager],

The purpose of this memo is to request approval to attend the Esri Federal GIS Conference – February 24-

25, 2016, in Washington, DC. It is imperative I attend this event to receive intensive training on how we can use our ArcGIS software to improve collaboration, deliver better services, and meet current mandates.

The Esri Federal GIS Conference serves to provide government professionals like me insight to help navigate our missions and ultimately save [organization name] time and money. Plus, I will also get to see the products, solutions and services you need to address current and future challenges from technology leaders.

In two days and one place, the Esri Federal GIS Conference gives me the opportunity to fulfill annual training requirements in professional development workshops, insightful plenary sessions, and intensive immersion summits. Plus, I will also have the opportunity to see the latest solutions from leading industry providers.

In particular, I would like to focus on sourcing expert knowledge and tools that apply directly to these projects:

• [project or initiative]

• [project or initiative]

• [project or initiative]

Some solutions will be presented via best-practices from experts in the field and others I will encounter from engaging with my peers who will also be in attendance at this event.

The Esri Federal GIS Conference is  **free for federal government and NGO personnel.** I plan on strictly adhering to all agency guidelines to reduce expenses by using public transportation to and from the event.

Additionally, I will submit a post-conference report for your review the week after the event with immediate action items and a set of recommendations/improvements for our program. I can share this relevant information with [Insert key personnel] upon my return.

Please let me know if you available for a meeting on [Insert date] at [Insert time] to discuss this. Many thanks,

[Insert Name] Title, Department