*NOTE: Copy and paste this text to create an e-mail or document and fill out all information. You may choose to edit the text to tailor it to your specific request.*

To:

From:

Re: Approval to attend the 2025 Texas GIS Forum

I am writing to formally request approval to attend the Texas GIS Forum, scheduled to take place in Austin, Texas from November 3, 2025, to November 7, 2025. Registration rates are as follows:

**Government Rates**

* Early registration is **$400** until September 12, 2025
* Standard registration is **$440** until October 24, 2025
* Late registration is **$475** after October 24, 2025

**Industry Rates**

* Early registration is **$475** until September 12, 2025
* Standard registration is **$525** until October 24, 2025
* Late registration is **$575** after October 24, 2025

**Workshops**

* Each 4-hour session is a flat fee of **$150**
* Each 7-hour session is a flat fee of **$300**

The Texas GIS Forum provides geospatial professionals with the knowledge, connections, and experience to navigate new challenges, emerging trends and the latest technology.

Over five days, I’ll have the chance to:

* Explore the Exhibit Hall and connect with solution providers and fellow professionals, gaining firsthand exposure to emerging GIS technologies
* Deepen my expertise through hands-on pre-conference workshops and peer-led sessions that highlight real-world GIS applications across sectors like urban planning, transportation, and environmental management.
* Stay informed on the latest GIS innovations through sessions that spotlight cutting-edge technologies, tools, and services shaping the future of the field

With GIS technology evolving and becoming increasingly accessible, it's essential to explore how we can strategically apply it to our work. Here are a few current and future projects that will benefit from my attendance:

1.
2.
3.

I am happy to share what I learned with other staff members and departments upon returning from the conference.

More information about the event, including the full conference program and exhibitor list, can be found at <https://geographic.texas.gov/texas-gis-forum/2025/> Texas GIS Forum.

Thank you for your consideration. I look forward to your reply.