

## UGM 2023 Convince Your Boss Letter

To share this with your manager, just copy and paste.

To: [Insert first name]

Subject Line: Proof it would be a mistake to miss UGM 2023

Hi [insert first name],

I am requesting your approval to attend the HCSS Users Group Meeting (UGM) conference in Houston, TX early next year from either February 7–9, 2023 or February 21-23, 2023.

Expanding our knowledge of the HCSS products we subscribe to is a proven way to drive our overall productivity. By attending either of their upcoming conferences in February of next year, I'll get a chance to attend hands-on sessions with the actual designers, programmers, and product managers who create the software. I'll be able to test out new features, provide crucial feedback on upcoming improvements, and bring back insightful tricks that will better help us take control of our equipment and fuel costs as we win more bids and run our business more efficiently.

For example, attendance at this conference will better save us time and money on these upcoming projects:

- [add project or initiative here]
- [add project or initiative here]

If you want proof of the return on investment we'll get from me attending, consider a few more key facts about the upside:

- Every attendee can choose among 168 unique classes that will drastically improve my use of the software
- Personalized expertise: I'll sign up for one-on-ones with HCSS staff
- Networking: I can get the inside scoop on others in our industry

As for the total expense (prior to ROI), here's an approximate breakdown of conference costs:

- Regular conference registration fee: \$1,990`
- Airfare (or if Driving, Gas Costs): \$XXX
- Transportation: The conference is walkable from the hotel
- Hotel: \$252 per night with the group rate
- Meals: Most are included
- Total: \$X,XXX

The sooner we get this on the calendar, the better. If I am granted permission to attend, rest assured I'll bring back knowledge of new features and how to use them, along with networking connections and industry insight that will give us measurable results.

Thanks for considering my request – I'm already looking forward to your response!

Warm Regards,

(Insert Name/Signature Here)