

UGM 2026 Convince Your Boss Letter

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To: [Insert first name]

Subject Line:

Skipping UGM 2026 would cost us more than going. Look at the #s.

Hi [insert first name],

I am requesting your approval to attend the HCSS Users Group Meeting (UGM) conference in Houston, TX, from January 19 - 22, 2026. I'm hoping we can start the year off on a strong note.

UGM is a working conference focused on helping us max out our HCSS products usage. I think there's so much more we could be doing. By attending their upcoming conference, I'll get a chance to:

- Choose from over 150 classes to tackle our toughest workflow problems.
- Attend hands-on sessions with the actual designers, programmers, and product managers who create the software.
- Network with other firms and see what they're doing better/worse.

I can test out the new features, provide crucial feedback on upcoming improvements, and bring back insightful tricks that will help us take control of our costs and run the business more efficiently.

Just as an example, attendance at this conference will save us time and money on these upcoming projects:

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

As for the numbers — here's an approximate breakdown of conference costs:

- Regular conference registration fee: \$2,350
- 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 discounts we can receive.

As soon as you give me the green light, I can start planning and signing up for the most relevant classes/sessions. I'll bring back actionable takeaways we can implement ASAP and insights that build up efficiency and boost our profits as we head into 2026.

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

Warm Regards,

(Insert Name/Signature Here)