

UGM 2027 Convince Your Boss Letter

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To: [Insert first name]

Subject line options:

We're paying for HCSS [insert product name]. Let's get more out of it.

Request to attend HCSS Users Group Meeting, Feb 15-18

Hi [insert first name],

I'd like your approval to attend the HCSS Users Group Meeting (UGM) in Houston, TX, February 15–18, 2027. The timing lets us put what we learn to work before projects really ramp up for the rest of the year.

What is UGM?

UGM is an annual working conference hosted specifically for HCSS customers. It's where users like us learn best practices, see new features and how to use them, and connect with others in the industry. Last year, 1,955 people from 553 companies attended. Since our team uses HCSS [insert product name] every day, I think going this year would help us get a lot more out of it.

At UGM 2027, I'll be able to:

- Pick from 180+ hands-on classes and build a schedule around our toughest issues.
- Book 1-on-1 times with the HCSS Support team and work through our specific issues on the spot.
- Hear from the HCSS product teams about what's coming next and vote on new features in the town halls.
- Compare notes with peers and see how other contractors handle the same challenges we face.

I'll come back with practical tips we can use right away to control costs and run the business more efficiently.

For example, attending would save us time and money on these upcoming projects:

[add project or initiative here]

[add project or initiative here]

Here's an approximate breakdown of costs:

- Registration: \$2,350 (group rates drop per person if 3 or more of us register together)

- Airfare (or gas, if driving): \$XXX
- Hotel: Starting at \$275 per night at the UGM registration rate
- Transportation: The conference is walkable from the hotels
- Meals: Most are included
- Total: \$X,XXX

The sooner we register, the better our chances of locking in discounts and our preferred hotel.

Once you give me the green light, I'll start planning which classes and sessions to attend. I'll bring back actionable takeaways we can put to work right away to improve efficiency through 2027 and beyond.

Thanks for considering my request. I look forward to hearing from you.

Best regards,

[Insert name/signature here]