

UNIVERSE '24

Note: Copy and paste the subject line and content into an email. Once you replace everything in **[bold]** with the relevant information pertaining to you and your role, it's ready to be sent to your boss. Good luck!

Subject line: Investing in growth:
Request to attend GitHub Universe 2024



Hi **[Boss' name]**,

I hope this email finds you well! As I think about my career development and growing my business impact, I'd like to request your approval to attend [GitHub Universe 2024](#), taking place at the historic Fort Mason Center in San Francisco, California on October 29-30.

GitHub Universe is renowned for its enriching keynotes, interactive sessions, and immersive experiences that delve into the latest advancements and best practices in AI, the developer experience, and security. Ultimately, the event is designed to help attendees level up their skills and deepen their knowledge in these areas. By participating in this event, I aim to gain access to the latest technologies, learn from GitHub experts, and take **[internal project]** and **[internal project]** to new heights. I'm also particularly excited about the GitHub [certification testing](#) that will be available on-site for Foundations, Actions, Security, Administration, and GitHub Copilot.

Here's an approximate breakout of conference costs:

- General admission + keynote seating pass: \$1,499
- Airfare: **[add cost]**
- Round trip transportation between airport and hotel: \$50
- Hotel: \$400 per night
- Meals: \$30 per meal
- Total: **[add total cost]**

Buying tickets before September 4 will give us a 20% discount on all in-person passes, so I hope to hear from you soon. If I can attend, I'll be sure to share my key takeaways, best practices, and recommendations after the event so that we can all learn and improve together.

Best Regards,
[Insert your name]