Convince your boss

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

Investing in growth: Request to attend GitHub Universe 2025

Hi [MANAGER'S NAME],

I'd like to request your approval to attend GitHub Universe 2025 at the historic Fort Mason Center in San Francisco, California on October 28-29.

GitHub Universe is a global developer event known for its enriching keynotes, immersive experiences, workshops, and interactive product demos featuring the latest tech. Attending the event in person will give me the opportunity to network one-on-one with GitHub's ecosystem of partners, experts, and leaders, and bring back best practices to the rest of my team.

This year's content tracks will be covering everything from streamlining workflows with agentic AI and striking the right balance of velocity and code quality to how AI fits into the security picture. These topics are critical given the industry landscape—and I am certain that attending these sessions would be incredibly valuable, not just for me and my own professional development, but for our organization as a whole.

Here's an approximate breakout of conference costs:

- General admission pass: $1,499
- Airfare: [ADD COST]
- Round trip transportation between airport and hotel: $50
- Hotel: Between $200-300 per night plus taxes, subject to availability
- Meals: Breakfast, lunch, coffee, and snacks are free at Universe
- Total: [ADD COST]

Buying tickets before September 8 will give us a 20%+ discount on all in-person passes, and if we buy multiple passes, we can get extra discounts (25% off three or more, 35% off eight or more).

In an industry that is constantly evolving, I believe going to GitHub Universe will keep [YOUR COMPANY] on the cusp of what's new and help us innovate better and faster than before.

Best Regards,

[YOUR NAME]

OCTOBER 28-29
2025

UNIVERSE 25