

[Your Name]
[Your Position]
[Company Name]
[Date]

Subject: Request to Attend Grace Hopper Celebration 2025

Dear [Boss's Name],

I hope this letter finds you well. I am writing to formally request your approval for my attendance at the upcoming [Grace Hopper Celebration \(GHC\)](#), scheduled to take place from November 4-7, 2025, in Chicago, Illinois. As someone who is dedicated to professional development and advancement, I believe that attending this event will provide invaluable opportunities for growth on an individual and departmental level.

Grace Hopper Celebration is the world's largest gathering of women in tech. It serves as a platform for learning, networking, and promoting advancement and inclusion within the field of technology. This conference attracts thousands of talented individuals, industry leaders, and innovators, offering a unique opportunity to connect with like-minded professionals and gain insights into cutting-edge advancements. Registration for the event also includes one year of [AnitaB.org Premium Membership](#).

There are several compelling reasons why I believe my attendance at GHC 25 would greatly benefit both myself and our organization:

- 1. Professional Development:** GHC 25 provides an extensive range of workshops, presentations, and panel discussions led by industry experts and thought leaders. These sessions cover a wide variety of topics, including emerging technologies, leadership skills, and best practices in software development. By participating in these sessions, I will enhance my knowledge and skills, which can directly contribute to my performance and productivity in my current role.
- 2. Networking Opportunities:** GHC 25 brings together professionals from various backgrounds, fostering a robust environment for networking and collaboration. Attending this conference will allow me to connect with peers, mentors, and potential collaborators. These connections can open doors to new partnerships, ideas, and opportunities for our organization. Moreover, I can share our company's achievements and learn from the experiences of others in similar roles or industries.

3. **Industry Insights and Trends:** Attending GHC 25 will provide a comprehensive overview of current industry trends, technological advancements, and emerging practices. Staying up to date with these developments is crucial for our organization's growth and competitiveness. By attending keynote speeches, technical sessions, and interactive workshops, I will gain valuable insights that can inform our decision-making processes and contribute to our long-term success.

4. **Company Visibility and Branding:** Supporting my attendance at GHC 25 demonstrates our organization's commitment to professional development and advancement that benefits the organization as whole. It highlights our dedication to fostering an environment encouraging growth and learning, for all employees. Our participation in such a prestigious event can also enhance our company's reputation and attract positive attention from clients and potential partners.

Considering the benefits outlined above, I am confident you will see this as a worthwhile investment. It is an opportunity for me to network, meet influential industry experts, attend valuable sessions and workshops, and gain specific industry knowledge. My attendance at GHC 25 is a wise investment and will pay off for years to come.

Here is my estimated breakdown of the costs:

GHC 25 Registration: [select from one of the options below]

General	\$1,199
Academic	\$599

Airfare: _____

Hotel: _____

Shuttle to and from hotel: _____

Other transportation: _____

Meals: _____

Total: _____

Thanks for your consideration. I am eager to represent our company at this remarkable event and bring back valuable insights that can benefit our team and contribute to our shared goals. I look forward to hearing your response.

Sincerely,

[Your Name]

[Your Contact Information]