



**\*\*Justify Your Trip\*\***

**If you already know how much you can get out of Spinnaker Summit, but your manager needs a little convincing, this letter can help. Copy the template and paste it into an email to your manager.**

***\*Make sure to add your customized details and information.***

**Subject line:** Attending Spinnaker Summit in Seattle, WA October 8-9

Hi [NAME],

I'd like to attend Spinnaker Summit, a two-day summit for the open-source tool sponsored by Netflix and hosted by Modev. The summit will be held at Motif Seattle on October 8-9, and serve as a gathering place for 450+ engineers and executives leading safe and continuous delivery. The program will consist of keynotes, breakout sessions, and workshops.

I'm most excited to meet people whose organizations face challenges similar to ours – it's an invaluable opportunity to gain practical insights and hear success stories that are directly applicable to our business. I see these takeaways as being particularly valuable for what I'm working on now, especially [PROJECT 1] and [PROJECT 2].

I'm hoping to secure my spot while space is still available. I estimate that my attendance at this event will cost [\$ HERE], which includes travel, accommodations, and other expenses. Team pricing is also available to send {Name} and {NAME}

Let's also put a plan together for the best way to brief you on my Spinnaker Summit takeaways, post-event.

Thanks,[NAME]