



# FORGE



**Subject:** Request to attend BuildOps Forge 26 (Nov 4–6, San Diego)

Dear [Manager Name],

I'm writing to request approval to attend **BuildOps Forge 26**, a three-day conference for commercial contractors, taking place **November 4–6, 2026 at the InterContinental San Diego**.

Given my role as [Your Role] and our focus on [briefly reference key priorities—e.g., improving service margins, tightening project controls, or modernizing tech stack], Forge is immediately relevant. The event is designed for owners, operations leaders, service and project managers, and finance/systems leaders responsible for getting work done and growing that work.

If I attend, I plan to focus on:

- **Concrete outcomes for our team.** I'll bring back specific workflow improvements for [service / projects / both] that we can implement in the next 30–60 days.
- **Capturing best practices.** We need ideas on KPI reporting from similar contractors so we can improve visibility into margins and performance.
- **Making connections.** I'll meet with BuildOps experts at the Power Station to review our current setup and identify quick wins.
- **Sessions most relevant to my role.** The event includes hands-on sessions on [dispatch, agreements, document control, project workflows, reporting—customize to your responsibilities].
- **Peer roundtables.** Lots of other companies using [our ERP / similar trades / similar size] will be around to discuss what's working for them.
- **Roadmap and OpsAI.** They've announced sessions to demo where the platform is headed and how we can plan around it, especially when it comes to AI features.

For us, we'll have to invest:

- **Registration:** [Insert current ticket price]
- **Travel & lodging:** [Insert estimated flight + hotel cost]

- **Total estimated cost:** [Total]

Attending Forge will shorten the time from “we should improve X?” to a clear, tested plan we can actually roll out. We’ll reduce wasted effort in [service / projects / reporting] with updated workflow ideas from other commercial contractors and we’ll get more value out of our BuildOps investment.

I’m happy to put together a short recap and action plan for the team once I’m back, including recommended changes and any materials I collect from sessions.

Thank you for considering this request.

Best regards,  
[Your Name] [Your Title] [Company Name]