**Customizable Letter to Manager**

Date

Dear <*Manager>*:

I am requesting your permission to attend AHRMM20 Conference & Exhibition, July 26-29, 2020, in Austin, TX.

During the three-day conference, I will be able to choose from more than 60 learning labs, panels, poster sessions and roundtable discussions, examining key ideas and best practices for the health care supply chain field. At AHRMM20, I will have an opportunity to network with more than 2,000 supply chain professionals and suppliers, discuss best practices, products and technology solutions that we can adapt in our organization to reduce costs, improve patient care and drive greater financial outcomes.

After reviewing the conference program, I have identified a number of learning labs that are directly applicable to my work. Attending these sessions would equip me with the tools and knowledge in *<fill in topic areas>* that could be applied to *<project(s) you are working on>.* The presentations are conducted by health care supply chain experts and peers from leading health care organizations that have faced similar opportunities and challenges.

*<Insert the learning labs titles and descriptions, which most apply to your responsibilities/projects. Include a minimum of three learning labs.>*

I am seeking approval for the registration fee, travel expenses to the conference and expenses during the conference. I wish to attend the optional pre-conference educational workshop entitled*, <fill in the blank if you wish to attend a pre-conference workshop>.* The full conference rate is $1,100 but it is reduced to $900 if I’m an AHRMM member. Moreover, if I register before April 24, I can save an additional $200. The early bird member registration rate is $700.A detailed cost breakdown is listed in the paragraph below.

*<The travel costs vary and should be changed to reflect your costs. Check the AHRMM website to verify pricing based on date of registration.>*

*<You will need to insert your travel cost numbers in here>*

The breakdown of conference cost:

Roundtrip Airfare:

Transportation:

Hotel:

Meals:

Conference Fee:

Pre-Conference Workshop Fee:

The total cost associated with attending this conference is: <$xxxx>.

The opportunity to advance my skills and to establish connections with supply chain experts makes my attendance at the AHRMM Conference & Exhibition a very valuable investment personally and professionally. It also ensures that our organization is represented at this field-defining event. Thank you for considering this opportunity for my professional development.

Sincerely,

<Insert your signature>