**Customizable Letter to Manager**

Date

Dear <*Manager>*:

I am requesting your permission to attend AHRMM20+ Virtual Conference, September 22-October 8. I am confident that attending this event will provide me with valuable tools, information and contacts to sharpen my skills and bring back innovative ideas on how to address the immediate challenges of the coronavirus response and implement successful post-pandemic strategies.

During the three-week virtual conference, I will be able to attend interactive learning pavilions, keynotes and breakout sessions, examining key ideas and collecting lessons learned from peers in the health care supply chain field. At AHRMM20+, I will have an opportunity to network with other supply chain professionals in similar roles and suppliers from around the country. I will 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.

The virtual format of this event will allow me to save on travel expenses and time out of the office, while get educated, network and stay safe and healthy at the same time.

This event is the leading conference for the health care supply chain professionals. A wide range of topics relevant to the ongoing response to COVID-19 will be covered more broadly and deeply than any other conference.

After reviewing the conference program, I have identified a number of sessions that are directly applicable to my work. Given that one of our organization’s key goals is to *<insert organization’s goals>*, I believe that attending this conference will contribute to *<insert the potential benefits from attending and how they will boost efforts to accomplish organization’s goals>*. 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.The full conference rate is $499 but it is reduced to $249/269 if I’m an AHRMM member. Moreover, if I register by September 4, I can save an additional $50.

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

The opportunity to advance my skills and to establish connections with other supply chain experts makes my attendance at AHRMM20+ a very valuable investment personally and professionally. It also ensures that our organization is represented at this field-defining event. Thank you for considering support of my attendance at this important event.

Sincerely,

<Insert your signature>