[Date]

Dear [Name],

I’m writing to ask for approval to attend the InstaMed User Conference 2018, April 9th-11th in

Philadelphia, PA. The InstaMed User Conference 2018 brings together providers, payers and partnersfor a full day and a half of hands-on learning and networking with industry peers. I’ll bring back valuable, actionable insights to our organization, develop contacts with the InstaMed team and build a deeper knowledge base that will allow us to achieve better results.

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| **Schedule at a Glance** |
| **Monday, April 9th** | Evening Welcome Reception |
| **Tuesday, April 10th** | All-Day User ConferenceThe Annual InstaMed Network Bash |
| **Wednesday, April 11th** | Morning Session |

In particular, I’d like to focus on finding training, solutions or best practices that will benefit our investment:

* [INSERT PROJECTS OR INITIATIVES]
* [INSERT PROJECTS OR INITIATIVES]
* [INSERT PROJECTS OR INITIATIVES]

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| **Approximate Breakdown of Costs** |
| **Airfare** *(based on average ticket prices)* | **$500** |
| **Transportation** (*round-trip from airport to hotel)* | **$64** |
| **Hotel** (*two nights at $186, includes tax/service fee*) | **$372** |
| **Meals** (*included with registration*) | **$0** |
| **Registration** (*with discount code*) | **$99** |

I’m currently working on ways to reduce expenses, including hotel discounts and ride sharing. I’ll also submit a post-conference report including an executive summary, major takeaways, tips and a set of recommendations to maximize our current investment with InstaMed solutions.

Thank you for considering this request. I look forward to your reply.

Regards,