Dear [name],

I’m writing to ask for approval to attend the InstaMed Healthcare Payments Summit 2020, May 5-6 in Philadelphia, PA. The InstaMed Healthcare Payments Summit brings together providers, payers and partners for a day and a half of learning from forward-thinking experts, demonstrations of payment innovations and networking with industry peers.

In particular, I think attending this summit would directly benefit these projects:

* [add project]
* [add project]
* [add project]

With over 23 sessions, 3 pre-conference workshops and hundreds of attendees, InstaMed HPS2020 is a great opportunity to grow and learn. More information can be found at [www.instamed.com/hps](http://www.instamed.com/hps).

**Here’s an approximate breakdown of conference costs:**

Airfare: $500

Transportation & Parking: $64

Hotel *(2 nights at $279)*: $558

Meals *(included with registration)*: $0

Registration Fee: $199

**Total: $1,321**

Similar events of this nature are typically 5x as expensive. InstaMed HPS2020 covers the latest healthcare payments trends and topics and also offers an excellent opportunity to network with other organizations in our market.

After the summit I’ll submit a summary of what I learned including major takeaways, new ideas and recommendations. I will also have access to presentation slides following the event that can be shared across the organization.

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

Regards,