DATE

Dear SUPERVISOR NAME,

I would like to attend Better Together 2018, MSD’s Healthcare Innovation and Technology Conference, from Monday, January 22 – Thursday, January 25, 2018, at the Fontainebleau Miami Beach. The conference will bring together 400+ healthcare executives, clinicians, IT professionals, exhibitors, sponsors, and sales managers to collaborate and improve the future of our industry.

Professionally, both the company and I each stand to benefit greatly from my attending. And after reviewing the content of this meeting, I have identified numerous topics that will allow me to gain important knowledge and skills relative to the mission of NAME OF YOUR ORGANIZATION. Additionally, continuing education credits will be offered along with new technologies which will help reduce operational expenses and increase productivity.

Better Together 2018 will look towards technology and to the perspectives of the people at the center of healthcare, and co-create opportunities to transform the way care is experienced and delivered. It will explore advances that enhance productivity, reduce costs, and improve patient satisfaction and outcomes.

**I have calculated an estimated travel and attendance budget, and I believe it's an efficient and cost effective way to learn how we can further collaborate with other leading industry stakeholders. In particular, attending Better Together 2018 should help us with the following projects and initiatives:**

* ADD PROJECT OR INITIATIVE
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**The cost to attend the full conference is $1,395. If we register by November 15th we can take advantage of the discounted Early Bird rate for $1,195.**

**The registration fee includes:**

* One full-access conference pass
* Three nights at the Fontainebleau
* Transfers between airport and hotel
* All meals during the conference (meals during travel not included)
* Continuing Education

**Thank you for considering this request.**

**Best Regards,**