**Need a little help getting approval to attend the MGMA Focus | Tech Impact Conference?**

Below you will find a “justification letter” template to help your leadership team understand the benefits of your attendance at the conference. This general template will help get you started, and you can customize it to your needs.

Dear <Manager’s Name>,

I would like to request approval to attend the [**MGMA Focus | Tech Impact Conference, May 18 - 20, 2025 at the Westin Galleria Houston, TX**](https://www.mgma.com/conferences/tech-impact-conference/overview). This conference brings together healthcare and technology leaders to explore cutting-edge solutions that drive operational efficiency and financial performance, key areas that directly impact our organization. Attending this conference would give me access to:

* **In-depth workshops** on topics critical to our organization, such as:
* Ambient Speech and Clinical Documentation
* Data and Analytics
* Business Processes and Operations
* **Interactive Sessions** with industry experts to unlock the full potential of your existing technology and data.
* **One year of National MGMA Membership**, including additional resources to keep our organization ahead of industry trends.
* As a bonus, **access to additional content** through the MGMA Summit (online conference) June 2 – 4, 2025.

Investment details:

* Airfare: <$xxx>
* Transportation: <$xxx>
* Hotel: <$xxx>
* Meals: <$xxx>
* Conference fee: <$xxx>
* Total: <$xxx>

The insights I gain will help us optimize our technology stack, enhance data utilization and tackle operational challenges more effectively. I’ll also compile key takeaways to share with the team for immediate application.

You can find more details at [**mgma.com/tech**](https://www.mgma.com/conferences/tech-impact-conference/overview). Thank you for considering this opportunity to invest in our organization’s growth.

Sincerely,

[Your Name]