**Need a little help getting approval to attend the MGMA Focus | Private Practice 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 attend the [[MGMA Focus | Private Practice Conference, June 22 - 24, 2025 in Minneapolis, MN](https://www.mgma.com/conferences/private-practice-conference/overview)](https://www.mgma.com/conferences/private-practice-conference/overview). This premier event brings together industry leaders to prove strategies and solutions to enhance operational efficiency, integrate technology and improve patient satisfaction in our practice.

Attending this conference would give me access to:

* **Expert-led sessions** on topics critical to our organization, such as:
* Design Your Strategic RCM Workplan
* Private Practice Partnerships: Finding Pathways to Success
* Creating a Competitive Advantage with Digital Transformation
* **Networking opportunities** with industry leaders and peers to exchange insights and innovative solutions.
* **One year of National MGMA Membership**, including additional resources to keep our practice 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 knowledge and strategies I’ll gain at this event will help us address key challenges such as regulatory changes and reimbursement updates. Upon my return, I’ll share actionable takeaways with the team to ensure we see immediate benefits.

You can learn more about the conference at [mgma.com/privatepractice](https://www.mgma.com/conferences/private-practice-conference/overview). Thank you for considering this opportunity to invest in my professional growth and the success of our organization.

Sincerely,

[Your Name]