**Need a little help getting approval to attend the MGMA Focus | Financial 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 | Financial Conference, April 13-15, 2025 at the Omni Shoreham Hotel Washington, D.C](https://www.mgma.com/conferences/financial-conference/overview)](https://www.mgma.com/conferences/financial-conference/overview). This premier event brings together healthcare professionals and financial leaders to explore innovative strategies for boosting profitability, leveraging analytics, expanding revenue streams and enhancing operational efficiency while fostering a culture of financial accountability.

Attending this conference would give me access to:

* **Expert-led sessions** on topics critical to our organization, such as:
* Transparency in Coverage - Putting Payer Negotiated Rate Data to Work for Your Practice
* Build Your Annual Revenue Cycle Playbook
* Revving up RCM with AI and Automation for a Lean Workforce
* **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 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 knowledge and strategies I’ll gain at this event will help us address our key challenges, enhance patient collections and improve financial performance. 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/financial](https://www.mgma.com/conferences/financial-conference/overview)](https://www.mgma.com/conferences/financial-conference/overview). Thank you for considering this opportunity to invest in my professional growth and the success of our organization.

Sincerely,

[Your Name]