**Need a little help getting approval to attend the AMGA 2024 Annual Conference?**

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

Dear <insert name>,

I would like to attend the AMGA 2024 Annual Conference (AC24), April 9-12, at the Rosen Shingle Creek in Orlando, Florida. This is the most sought after conference experience for medical group and health system leaders with an agenda that offers comprehensive, cutting-edge educational sessions presented by peers on topics including value-based care, operational efficiencies, innovation, and care delivery. I hope to learn more about these topics so I can be a greater asset to our organization and help set it apart in our market as the healthcare leader in our community.

After reviewing the conference brochure and website, I have selected a number of educational sessions that will allow me to gain additional knowledge and understanding of various healthcare topics and best practices, many of which provide continuing education credit. Some of the presentations I would like to attend include:

* <list session 1>
* <list session 2>
* <list session 3>

General conference registration includes full access to breakout sessions (as well as their presentations and handouts), keynotes sessions, poster presentations, all food functions, and an interactive exhibit hall with 100+ exhibitors.

Here is the breakdown of conference costs:

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

The opportunity for me to learn more in-depth knowledge in specific areas such as <insert areas of interest> makes my attendance at AC24 a wise investment that will yield rich dividends for <insert company name>.

Upon my return from the conference, I hope to inspire and motivate the team by sharing key takeaways, including those that we may be able to implement immediately to maximize the service to our patient community. You can also learn more about the conference at [amga.org/AC24](https://www.amga.org/AC24).

Thank you for your consideration of this request.

Sincerely,

<Your name>