Dear [Supervisor’s Name],

I would like to attend AMCP Nexus 2021 in Denver, CO, from Oct. 18–21.

Nexus 2021 is a unique opportunity for managed care pharmacists, physicians, nurses, health plan administrators, and other managed care professionals to learn together about new developments and practices in our field. This learning comes at a crucial time as we work to implement challenging health care reforms, find ways to provide more services with fewer resources, and find solutions to a global pandemic.

Every year during its meetings, AMCP offers:

* **Continuing education sessions** on a wide range of health care topics relevant to our work at *[insert organization]*, including formulary management, legislative and regulatory activities, business trends, value-based care, and more.
* **Networking opportunities** with managed care pharmacy leaders from across the country.
* **Cutting-edge sessions**that focus on *[list topics related to your responsibilities]*. After reviewing the Nexus 2021 educational content, I’ve identified topics that will allow me to gain important knowledge and skills related to our goals *[insert organization goals]*. *[Insert sample of sessions you plan to attend]*. I will share what I learned with our team and organization to move us forward.
* **An expo hall** where companies, consulting firms, and other vendors representing the pharmaceutical, biotechnology, and specialty industry will display information on their latest products and services. This is a valuable opportunity to foster important relationships.

For these reasons and more, I am seeking approval for the registration fee and travel expenses to the conference and estimate total costs to be [insert estimated costs]. This estimate assumes I register by August 19 to receive the early-bird discounted rate.

Thank you for your time and consideration. If I can provide additional information about Nexus 2021, please let me know. I look forward to your decision.

Sincerely,
*[Insert your name]*