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[DATE]

Dear [Supervisor]:

I’d like to attend the MedeAnalytics Impact Summit on September 20-21, 2022. As a client, there is no registration fee to attend or any travel costs associated as the event is being held virtually. The Summit provides two days of unique solution training and road map planning; client-led sessions to learn how to optimize quality and affordability with analytics insights; and extensive access to healthcare analytics leaders, industry best-practices and innovations. Additionally, I’ll have the opportunity to hear from and network with over 100 provider and health plan experts in roles similar to mine.

The Summit is an extremely valuable event for me to attend, as it will help me discover how these peers are using MedeAnalytics solutions to improve outcomes and reduce costs.

Since the Summit is provided free of charge, it's a very cost-effective way to ensure that we’re getting the most value from the MedeAnalytics solutions we use. We’ll realize immediate return on investment with the new skills, knowledge and contacts that I will bring back and share with our organization.

After reviewing the program, I have identified several education sessions which will help me to gain a deeper knowledge and understanding about how we can leverage analytics in innovative ways to improve outcomes and reach our organizational goals:

* [add session]
* [add session]
* [add session]

I’ll submit a post-conference report that will include an executive summary, major takeaways, and tips for additional ways we can leverage MedeAnalytics solutions. I will also be glad to share relevant information with key personnel throughout our unit.

Thank you for considering this request. I look forward to your reply.

Regards,

[Your Name]