**Letter to your Supervisor**

Dear [Supervisor’s Name],

I would like to attend [AMCP 2020](https://www.amcpmeetings.org/2020annual/) from April 21–24 in Houston.

AMCP 2020 is where managed care pharmacy professionals from across the nation gather to discuss the current state of the industry and define its future — it’s an essential resource for professional education and networking.

AMCP 2020 is a rare 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 and find ways of providing more services with fewer resources. In addition, this conference is attended by leaders in managed care pharmacy from across the country and the networking opportunities are invaluable.

Every year, AMCP draws more than 4,000 attendees to its spring conference, which offers continuing education sessions in 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, specialty pharmacy, and managed care research.

Professionally, I stand to benefit greatly from attending sessions that focus on [list topics related to your responsibilities]. After reviewing the AMCP 2020 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.

The conference also features 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 an invaluable opportunity to network and foster important relationships face-to-face. In addition, the expo hall features a prestigious poster presentation, with top scientists in our field displaying their latest research.

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 February 14 to receive the early bird discounted rate.

Thank you for your time and consideration. I’m confident you’ll agree this opportunity to develop professionally and gain knowledge will directly help [name of organization] and make my attendance at AMCP 2020 a wise investment.

If I can provide additional information about AMCP 2020, please let me know. I look forward to your decision.

Sincerely,
[Insert your name]