

Dear [],

I am writing to request approval to attend MEDITECH LIVE, MEDITECH's premier leadership summit scheduled for September 29-October 1, 2026, in Foxborough, MA. Given MEDITECH's critical role as our foundational electronic health record, it is essential that I stay informed about the latest strategies, enhancements, and solutions to optimize our IT investment. This event offers a valuable opportunity to engage with MEDITECH leaders, network with peers, and gain insights that will drive our digital health strategy.

Here are a few of the benefits of my attendance:

- I will gain insight into addressing critical issues, such as maintaining fiscal sustainability and independence, reducing clinician burden, leveraging AI, interoperability, and patient empowerment and retention.
- I can network with hundreds of other like-minded leaders and return with proven strategies we can swiftly implement.
- Unlike at other industry events, all customer presenters use MEDITECH, so we already have a framework for adopting new strategies and technologies.
- I will have the opportunity to meet with dozens of MEDITECH Alliance partners in one place, allowing me to identify complementary solutions and services to enhance our EHR.

Attendance at MEDITECH LIVE is complimentary, and MEDITECH covers most of my meals during the event. As a result, the only anticipated expenses are travel-related. Discounted hotel rates are available if I book early. Estimated costs are as follows:

Domestic round-trip airfare (subject to airline prices and availability):

Hotel:

Transportation:

Additional travel expenses:

Total:

Following the conference, I'll schedule time with you to share updates and strategies I learned at the event and discuss how we can implement them to transform care at [health system name].

Thank you for considering my request to attend MEDITECH LIVE. I am very excited about the potential benefits this opportunity presents for both myself and our health system, and I look forward to hearing from you soon.

[your name]