

Dear [],

I am writing to request approval to attend MEDITECH LIVE, MEDITECH's leadership summit scheduled for September 17-19 in Foxborough, MA. Given MEDITECH's critical role as our foundational electronic health record, it is essential that I stay informed on the latest strategies, enhancements, and solutions that will 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 on addressing critical issues, such as fiscal sustainability, reducing clinician burden, the practical application of AI, interoperability, and patient engagement and retention.
- I can network with hundreds of other like-minded leaders and return with proven strategies we can swiftly implement.
- Unlike other industry events, all customer presenters use MEDITECH, which means we already have the framework for adopting new strategies and technologies.
- I will have the opportunity to meet with dozens of third-party vendors all in one place, which allows me to identify complementary solutions and services to enhance our EHR.

Attendance at MEDITECH LIVE is free, and MEDITECH covers the cost of most of my meals. Consequently, my expenses include travel, lodging, and additional outside meals. 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 how we can implement these strategies to transform care at our [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]