Dear < Supervisor’s Name >,

I would like to attend the AMCP Managed Care & Specialty Pharmacy Annual Meeting, March 25-28, in San Diego.

AMCP Annual Meeting 2019 is an essential resource of professional education and networking. It’s expected to draw more than 4,000 attendees and will offer continuing education sessions in a wide range of health care topics, including value-based contracting, research, and the latest changes in legislation and regulatory matters.

Professionally, I stand to benefit greatly from attending sessions that focus on <list benefits to your responsibilities>. And after reviewing the educational content of this conference, I have identified topics that will allow me to gain important knowledge and skills relative to our mission here at <name of your organization>.

AMCP Annual Meeting 2019 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.

The meeting also features the AMCP Expo, 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 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.

Thank you for your time and consideration. I’m confident that you’ll agree that this opportunity to develop professionally and gain knowledge will directly help <name of organization> and makes my attendance at Annual Meeting 2019 a wise investment.

Sincerely,  
< Your name here >