



**INSTRUCTIONS**

- 1. Click on Edit menu and select Edit Text and Images.**
- 2. Replace the highlighted text with your information and set text color to black.**
- 3. Delete these instructions before sending.**

[Date]

Dear [Manager],

I would like to attend the 2023 Crowe Healthcare Summit annual conference in Nashville, Tennessee. The conference theme is finance innovation, and it is a premier event for healthcare professionals. This year's agenda focuses on finance, revenue cycle, and internal audit topics and solutions, including Crowe RCA Next, machine learning, Payor Market Intelligence, and expanding risk coverage, which are relevant to my job challenges right now.

The conference features many industry guest speakers, keynote speakers, workshops, and educational sessions that will significantly benefit my work. Networking with my industry peers, other leading healthcare thinkers, the conference vendors, keynote presenters, and my Crowe representatives will also prove to be invaluable for me. [Insert interesting session topics and/or presenters and how these will help overcome current challenges.]

Please check out the conference website at [www.crowe.com/hc-summit](http://www.crowe.com/hc-summit). I have been following the conference LinkedIn stream at #HCSummit, and there is a lot of buzz about this event.

The cost to attend the conference will be the registration fee of [insert fee], travel expenses [give an estimate], and hotel [~\$300/night]. The total cost for the conference is [fee+travel+hotel estimate]. This includes breakfast, lunch, and attendance at the four evening networking events.

I am confident you will see this as a worthwhile investment. It is an opportunity for me to network with industry leaders, attend valuable educational sessions, and gain specific industry knowledge. My attendance at this conference is a wise investment and will pay off for years to come.

Sincerely,  
[Your Name]