Dear \_\_\_\_\_\_\_;

I would like to attend the National Provider Enrollment Forum in Nashville, Tennessee on September 21-23, 2020.

Because of the careful attention we need to give to the budget and spending, I thought I would outline for you why attendance is an investment that will help me keep my provider enrollment skills current and help our efforts as a team. It is a great forum to network and share ideas with other enrollment specialists and medical staff professionals. Plus, I can earn valuable CEUs.

The 2020 conference offers three days of training and education. This conference brings together provider and payer enrollment leads, specialists, and managers as well as practice administrators and credentialing specialists, so I will be able to share best practices with many members of our organization when I return.

Additionally, the 2020 conference has been completely redesigned to include new focuses on enrolling with commercial payers and Medicaid, the overlap between credentialing and privileging, and utilizing CAQH solutions. Representatives from CAQH will be presenting and answering questions, as well. This conference offers me the opportunity to meet and problem-solve with these professionals, and that alone makes this an opportunity that we cannot afford to miss.

The agenda includes sessions on (Highlight the sessions that will be most beneficial to your organization).

[Here is a link](https://decisionhealth.com/medicareenrollment/) to the conference webpage, which includes the agenda.

Specifically, I want to attend the conference to get information or help with:

1. <Fill in>
2. <Fill in>
3. <Fill in>

If we register by July 24, the cost of the main conference is $1399; however, for $1525, I can also attend a valuable preconference on September 20 to really prepare me for the main conference sessions.

I will meet with you with the agenda so we can plan my best path through the sessions. And I will meet with you after the conference to discuss significant takeaways, tips, and recommended actions to maximize our investment in our enrollment staff. I will also share relevant information with the team and other key staff.

Thank you for considering this request. I look forward to your reply.

Thank you!

[Name]