Hi, [MANAGER’S NAME],

I’d like to request approval to attend the 2021 Provider Education Summit in [PES LOCATION] on August [DATE], 2021. The PES is the premier educational event in Utah for medical billers, coders, office managers, and other healthcare professions. I’d like to attend in order to stay up-to-date on industry news and best practices, and to get time to connect with representatives from insurance payers and ask them questions.

This year’s event features opportunities to hear from industry experts on topics like billing practices, avoiding fraud & waste, and updates from Medicare. It also offers a Payer Q&A Panel, where I and the other attendees will be able to directly ask questions to representatives from ten or more different payers and hear what they have to say. This is a great opportunity for me to learn and get informed on payer activities and processes.

The event has a registration fee of $25 per attendee, which includes all sessions, a catered lunch, and a digital certificate of completion after the event is over. I will be able to share whatever I learn once the event is over, and I hope it will help our team to grow more efficient and effective.

Thank you for considering this request! Please let me know your decision.

[YOUR NAME]