

Justification Letter Template

Dear <supervisor's name>,

I would like to attend the AHLA [Name of Program] on [Dates] in [City, State]. The program will enable me to attend a number of education sessions that are directly applicable to my work and will allow me to network with a variety of health law experts and colleagues from around the country. Many of the presentations are tailored to the <Insert your primary focus here, i.e., antitrust, fraud and abuse, health information and technology> and give information on how to <insert benefits/lessons here, for example: _____>. I am seeking sponsorship for the registration fee, travel expenses to the program, and lodging expenses during the conference. The full price of the program is <\$xxxx>, but can be reduced <\$xxx> by registering before the early-bird deadline.

A detailed cost breakdown is included below.

After reviewing the program brochure, I have identified a number of education sessions that will help me gain knowledge and understanding. The presentations are facilitated by legal experts, government officials, and industry regulators who have faced similar challenges. I chose each of these presentations because it is directly related to an issue with which we are dealing. Getting the information in a seminar format will greatly reduce the research time and costs that <your firm/organization's name> would normally incur in researching the topics. Incidentally, I have only listed some of the seminars that I will attend. Including them all would make this memo much too long.

<You will need to insert the session descriptions which most apply to your responsibilities. The numbers in brackets below will need to be adjusted to reflect the current pricing. The travel costs vary as well and should be changed to reflect your costs.>

Here is the breakdown of program costs:

Roundtrip Airfare: <\$xxxx>

Transportation: <\$xxxx>

Hotel: <\$xxxx>

Meals: <\$xxxx>

Conference Fee: <\$xxxx>

The total costs associated with attending this program are: <\$xxxx>.

The opportunity for me to develop better contacts and gain knowledge in specific areas of <your area of expertise> makes my attendance at the AHLA [Name of Program] a wise investment, which will yield rich dividends for <name of your organization>.

Sincerely,

<your name here>