[DATE]

Dear [Supervisor]:

I’d like to request to attend the NAMAS 2018 Annual Auditing & Compliance Conference November 11 – 14, 2018 at the Wyndham Grand Clearwater Beach in Clearwater Beach, FL. This event is one of the only conferences whose focus is on both medical auditing and compliance. Conference sessions relate not only to the medical auditor and compliance professional, but also to practice managers, coders, and providers. Each session includes valuable information in maintaining compliance and proper documentation within the practice.

Pre-conference is a full day event and offers a choice between four focused educational tracks- Physician-Based Auditing, , Facility-Based Auditing, Physician-Based Compliance and FQHC/Rural Health Auditing. Pre-conference will be held on Sunday, November 11th.

The NAMAS preconference and conference events are pending approval for AAPC CEUs. These CEUs are also accepted by AHIMA for credit toward AHIMA-issued credentials.

NAMAS has negotiated a discounted hotel room rate at the Wyndham Grand Clearwater Beach for $189/night plus tax for conference attendees.

**Here’s an approximate breakdown of the cost to attend the conference:**

Conference Registration (Conference Only): $995

Conference Registration (Pre-Conference & Conference): $1295

Hotel Accommodations: $enter amount

Airfare (approximate): $enter amount

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

Regards,

[Your Name]