**Why I Must Attend CGS IMPACT 2023 In-Person**

[Name],

I’m writing to request approval to attend CGS IMPACT 2023, a comprehensive Medicare conference on February 27-28, 2023, at Music City Center in Nashville, TN. CGS has been our Medicare Administrative Contractor since XX, and we regularly use its resources like the [myCGS, the CGSMedicare website, XYZ tool or resource].

CGS—the only DME, Part A, Part B, and Home Health and Hospice Medicare Administrative Contractor—has been IMPACTing lives for over 50 years. They’ve processed billions of dollars in claims and provide a variety of services for over 28 million Medicare beneficiaries and 105,000 health care professionals across 38 states.

CGS offers numerous tools and resources to help providers and suppliers submit Medicare claims correctly and receive fast, efficient payment. Their Provider Outreach and Education teams are a wealth of knowledge, helping us navigate the Medicare program and understand changes to CMS policies.

Attending the live, in-person conference will give me the opportunity to experience immersive education, interact directly with CGS staff, and learn techniques to improve our Medicare billing processes. Moreover, this business-critical event will teach me how to maximize the value of CGS’ free tools and resources, ensuring our processes align with Medicare standards and industry best practices. I will get hands-on experience and training with the latest technology that applies to claim submissions, reopenings and redeterminations, eligibility checks, and more.

As you know, we lose revenue and delay beneficiary care every time we experience claim submission or documentation errors. It’s more important than ever that we, as a team, maximize our resources. At the conference, I will be able to choose from 20+ educational sessions, take away industry insights and best practices, and meet potential vendors.

Attendance includes two full days of learning and networking, hands-on training, shared best practices, and an interactive environment. I will also have the rare opportunity to interact directly with Medicare experts including education consultants, medical directors, operational experts, CGS’ senior management, vendors, and more to further strengthen our relationships. These interactions will not only provide keen insights about how to reach our organizational milestones but will also help us learn how to integrate improvements quickly and effectively.

I’d like to focus on finding solutions or new information that could benefit these projects:

* [add project or initiative]
* [add project or initiative]
* [add project or initiative]

This event is the most impactful way to gain knowledge that can help us accomplish our [insert goals] goals. Attending in-person will launch our program forward and serve as a wise investment from both a short-term and long-term perspective.

At a total cost of about $X, it’s the most cost-effective way to ensure that we’re getting the most from our Medicare experience.

**Here’s an approximate breakdown of the conference costs:**

* Airfare: $X
* Transportation: $30 approx.
* Hotel:  $X
* OPTIONAL: $(-$ X)
* Registration Fee:  $X
* **Total:** **$X**

Post-conference, I’ll submit an executive summary report with key industry takeaways, best practice tips, and a set of recommendations to maximize our Medicare program. I can also share relevant information with key personnel throughout the company.

Thank you for considering this request. I look forward to your reply. Please let me know if I have sign off to attend this valuable event, as the earlier I make my travel arrangements, the more cost friendly they will be.

Thank you,   
[NAME]