

EMPLOYER JUSTIFICATION LETTER

How to use this letter:

- **Make it yours.** This letter is intended to be a guide; personalization will elevate your message and help your employer connect the dots between your professional growth and attending Symposium
- Be sure to **update the sections in blue brackets** before sending via email
- Send with plenty of time for decision-making
- Reference AccountableCareSymposium.com for any additional color you feel would be useful



SAMPLE EMPLOYER JUSTIFICATION EMAIL

Subject Line: Request to Attend the Accountable Care Symposium

[SUPERVISOR'S NAME],

I'm requesting approval to attend the 2026 Accountable Care Symposium presented by Wellvana in Denver, CO, May 12-14, 2026. Symposium is the premier value-based care conference in the country, where leading thinkers and practitioners gather to share best practices and network with peer organizations. This year's theme is "Win as One," and sessions will be focused on how [EMPLOYER NAME] can improve our processes with content based on how [SYSTEMS / NETWORKS / PRACTICES] just like ours are winning with value-based care.

There are several reasons why I think this will be a valuable investment in my professional development:

- I'll gain valuable insight into what's driving real results for partners within our ACO.
- I'll hear from top thinkers on subjects that directly impact my role.
- I'll get hands-on experience at workshops, and the ability to connect directly with Wellvana leadership and other leaders within our ACO.

I've also reviewed the agenda and there are several sessions that [E.G. "I EXPECT TO LEARN A LOT FROM," "WILL INFORM MY ROLE"] including:

- [INSERT SESSION] + [PERSONAL RATIONALE]
- [INSERT SESSION] + [PERSONAL RATIONALE]
- [INSERT SESSION] + [PERSONAL RATIONALE]

Registration for this event is [INSERT CURRENT TICKET COST], and I'm also seeking support for travel and rooming expenses. I've included an estimated cost breakdown so you can get an idea of what the total investment would be.

EXPENSE	EXPLANATION	ESTIMATED COST
Flight (if applicable)	To/from city where the Symposium is located	\$ _____
Accommodations (if applicable)	Room prices are \$179 per night when you book in Wellvana hotel block	\$ _____
Transportation	To/from airport and/or rental car	\$ _____
Mileage Reimbursement	To/from airport and/or hotel where the Symposium is located	\$ _____
Parking Fees (if applicable)	Airport parking fees and/or hotel where the Symposium is located	\$ _____
Food per diem	Consult your organization's travel policy	\$ _____
TOTAL		\$ _____

To learn more, visit: AccountableCareSymposium.com

Thank you for your consideration. Please let me know if any additional information would help inform your decision, or if I'm approved to register now.

[YOUR NAME]