



To:  
From:  
Re: NextGen Healthcare UGM 25

I'm writing to ask for approval to attend NextGen Healthcare User Group Meeting 2025 (UGM 25), November 2-5 at the Gaylord Opryland Resort and Convention Center in Nashville, TN.

**UGM 25** is three full days of hands-on learning, networking with industry peers, and educational sessions that are tailored to my specific role. I can also earn continuing medical education credits while attending educational sessions. UGM is the one conference each year that brings together the entire community of NextGen Healthcare users and experts and will ensure our practice is getting the most from our investment to improve efficiency, maximize our clinical and financial outcomes, and provide the best possible care for our patients.

I'd like to focus on finding training, solutions or best practices that could benefit these projects:

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This conference offers the chance to work-one-on-one with NextGen Healthcare employees, industry colleagues, and technology partners to help address our business challenges.

Here's an approximate breakdown of conference costs:

- Airfare: \$525
- Transportation: \$55 (round-trip Uber/Lyft from airport to the hotel)
- Hotel: \$1062 (three nights at \$299/plus tax)
- Meals: \$200 (three days at \$65)
- Registration: \$1199

**Total: \$3,041**

After UGM 25, I'll bring back valuable, actionable insights to our practice that every user can benefit from. I'll also develop contacts with NextGen Healthcare experts and build a deeper knowledge base that will allow us to achieve better results.

I will develop an overview of what I've learned and provide actionable takeaways so that we can work together to move the **[insert organization name]** forward.

Thank you for your consideration.

Regards,

[Your Name]

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