**JUSTIFICATION LETTER TO SUPERVISOR**

To:

Date:

Subject: Attending BOMA International Medical Real Estate Conference

I’m seeking your approval to attend the Building Owners & Managers Association’s (BOMA) Medical Real Estate Conference, May 7 - 9 at the Sheraton Downtown Denver in Denver, Colorado. It’s a unique opportunity to network and learn with over 1,500 healthcare real estate professionals representing over 400 companies and health systems across the healthcare real estate industry.

As we all know, health systems are experiencing unprecedented capital constraints. At the same time, we are under pressure to evolve, grow and expand our services. The conference will allow me to learn from industry leaders and exchange insights and ideas with peers to address the challenges we are facing today.

Exclusive educational sessions and content have been tailored for health systems and will cover everything from evolving real estate strategies to operations, leasing, design, regulatory issues and structuring deals, from acquisitions to dispositions to joint ventures. I plan to achieve the following objectives:

Objective 1:

Objective 2:

Objective 3:

Therefore, I am requesting approval for registration fees and travel-related expenses. The registration fee is $\_\_\_\_\_\_\_\_\_ (note registration is free for first-time health system attendees) and travel-related expenses will be approximately $\_\_\_\_\_\_\_\_\_.

Attending the conference will give me a better grasp of the current state of healthcare real estate, build strategic relationships and learn innovative strategies that we can immediately apply to our system. This is valuable content that can't be found anywhere else. I will be sure to debrief and share what I’ve learned with our team so that everyone benefits.

Please let me know if you have any questions and thank you in advance for your consideration.

Sincerely,

<name>