**Subject:** Request to Attend MCO Exchange 2025

Dear (*Insert name*),

I am writing to request approval to attend the MCO Exchange 2025, scheduled for October 29-30, 2025, at the Hyatt Regency Grand Cypress Resort in Orlando, FL.

This conference will provide an invaluable opportunity to learn directly from MCO experts, fellow users, and industry leaders through interactive sessions, product demonstrations, and hands-on workshops. I will gain insights into best practices, engage in one-on-one meetings with MCO specialists, and network with compliance professionals from across the country.

**Here is an approximate breakdown of the anticipated conference costs:**

* Registration Fee: $199 (Early-Bird)
* Airfare: $XX
* Hotel: (2 nights at $225/night + tax) $600
* **Total:** **$XXX**

I am confident that attending the MCO Exchange 2025 will yield immediate and long-term benefits for our compliance program by providing actionable strategies and enhancing my knowledge of the platform. I will also ensure that key takeaways and materials are shared with our team to maximize the impact of my participation.

Thank you for considering this request. I am happy to provide any additional details or discuss how this aligns with our department’s goals.

I look forward to your response.

Regards,

(*Your Name*)