Dear **(MANAGER’S NAME)**

I would like your approval to attend Mental Health America’s (MHA’s) 2019 Annual Conference: Dueling Diagnoses Mental Health and Chronic Conditions in Children and Adults in Washington, DC on June 13-15, 2019.

MHA's 2019 Annual Conference will focus on:

* The underlying factors that lead to both physical and mental health concerns in children and adults;
* Efforts to recognize and distinguish the symptoms and characteristics of the mental health conditions that may be present in people with physical, intellectual, and cognitive conditions and limitation;
* Strategies that can be used by individuals, advocates, and providers across conditions to work on behalf of the whole person and move everyone along pathways to recovery, as we define those; and
* Mental health and traditional chronic conditions and co-occurring issues that are broader in nature, such as a poverty, trauma and racism.

Between powerhouse keynote speakers like Dr. Joshua Gordon of the National Institute of Mental Health and over thirty breakout sessions, I will have the opportunity to meet and network with community stakeholders, peers, caregivers, providers, government officials, media and more from across the country to discuss important and emerging mental health issues.

If approved, my attendance can help with **[INSERT current projects unique to your institution, mission, and objectives]** and I look forward to sharing my knowledge with our team.

**(If you are a Social Worker seeking Continuing Education)**

**MHA’s Annual Conference historically has been awarded Continuing Education credits by the National Association of Social Workers of Virginia. Last year attendees who attended the whole conference were eligible for 26 Continuing Education credits.**

I've broken down approximately how much it will cost for me to attend:

* Airfare/Travel:
* Hotel: **(MHA has a discounted room block for attendees for $244 per night)**
* Event Registration: Full Conference ticket - $650
* TOTAL**:**

The earlier I register, the cheaper it will be; early bird pricing ends April 30. MHA’s Conference also offers discounted hotel rooms at the Hyatt Regency Washington on Capitol Hill for attendees.

You can also learn more about the event at [www.mentalhealthamerica.net/conference](file:///C:\Users\ewallace\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\JP59P7JT\www.mentalhealthamerica.net\conference)

Thanks for taking the time to review this request, and I look forward to talking to you more about it!  
  
Best,