Date:

Dear:

This letter is to request approval to attend the First Responder Mental Health and Wellness Training, on (*insert dates and location of conference requested*), presented by 1st Responder Conferences. 1st Responder Conferences are unique as this training is for all first responders including police, fire, EMS, military/veterans, corrections, dispatchers, chaplains, retired first responders, spouses, professional staff, clinicians, and all who work in or with public safety professionals. This training will provide me with local and national resources, mental health tools, networking opportunities with like-minded individuals, and impactful information to implement within our department and our community.

1st Responder Conference brings an informational and educational program spanning two days with speakers focusing on mental and emotional well-being for all first responders. By discussing the real 21st Century issues that are consistently facing our first responders and their families, this training will provide awareness, resources and action items to combat PTSD, depression, suicide, addiction, stress, and overall mental health.

It also provides networking events unlike any other we have access to currently. With many different speakers and topics presented, I will be able to find and focus on the specific issues that we face in our community and within our department.

I will have the opportunity to learn national best practices, gain new contacts with national and local mental wellness and advocacy leaders, learn about wellness programs, and make valuable connections with other first responders.

When I return from the conference, I will be prepared to share new ideas, strategies, and resources I learned about. This information will help our agency provide mental health tools and needed resources to improve our overall mental health.

I am sure you will agree that my attendance at this training is a valuable use of my time and will benefit the agency and our community. Thank you for your consideration.

Sincerely,