< Date >

Dear < Manager >,

I am writing to request permission and funding to attend the New England Council on Crime and Delinquency (NECCD) 86th Annual Training Institute in N Conway, NH. The conference will take place October 26 – 29, 2025 with this year’s theme being “Taking Ownership of Criminal Justice and Our Wellness”. Each year, NECCD’s Annual Training Institute offers a unique opportunity to attend numerous educational sessions, assess available resources in community corrections through meetings with national and local vendors, and to network with colleagues and leaders in the criminal justice field.

With three plenary sessions and more than 15 breakout workshop sessions, I have identified numerous sessions which make this year’s training institute essential to my work as a community corrections professional. The offerings address many of the issues we face, while providing ideas and information to help me stay ahead of the challenging work required in this field. Some of the relevant topics include Impaired Driving, Women in Corrections, the importance of Self Care and Wellness, Leadership in Corrections, Social Media, and Internet Crimes Against Children. The contacts and relationships fostered with colleagues in the New England states and beyond will prove to be invaluable to me in my work, especially in situations where interstate contact is warranted to support our work.

With many learning and networking opportunities, this training institute will provide a sense of renewed purpose and encouragement, leaving me empowered to return to the office to contribute in a meaningful and valuable way. I will be able to share trends, tools, best practices, contacts, and resources with you and my colleagues.

To help with your decision, the cost to attend the NECCD Training Institute is as follows:

Registration: $275 ($295.29 with fees) for an individual member and $350 ($375.32 with fees) for non-members. Annual membership is $25.

I do not want to miss out on this educational experience. I believe that having representatives from < Your Agency Name > at this training will allow us to gain valuable information and insight to create lasting change in our community corrections world. You can find additional information about the 86th Annual Training Institute on NECCD’s website at www.neccd.net

Thank you for your thoughtful consideration of my request and I look forward to your timely response.

Sincerely,

< Your Name Here >