[TODAY’S DATE]

Dear [SUPERVISOR’S NAME]:

I would like to attend the 34th Annual Conference of the Anxiety and Depression Association of America (ADAA), March 27-30, 2014, at the Chicago Marriott Downtown. I have linked to the conference website and highlighted the benefits of my attendance below. I am requesting support for registration fees, travel expenses to and from the conference, and hotel and meal expenses. I expect these expenses to total approximately $[DOLLAR AMOUNT].

The [ADAA Annual Conference](http://www.adaa.org/conference) is the premier professional meeting on the science and treatment of anxiety disorders, OCD, PTSD, and depression in children and adults. One of its goals includes leveraging its broad audience to synthesize cutting-edge knowledge, accelerate dissemination, and translate scientific evidence to practice by engaging clinicians.

This conference works actively to advance knowledge in unique ways: 1) fostering dissemination and collaboration among basic and clinical researchers; 2) encouraging researchers and clinicians to discuss practical applications in real-life settings; 3) accelerating implementation of research to practice with hands-on training of empirically tested treatments; 4) involving early career investigators, residents, trainees, and graduate students in research and practice; and 5) providing opportunities for professionals to hear patient perspectives. It also builds bridges and supports the networks all of these audiences throughout the year.

ADAA’s conference is approved to offer up to 30 CE or CME credits. I believe that no other conference provides the quantity and quality of educational programming and current research in my area.

My attendance would be an investment for [YOUR ORGANIZATION OR INSTITUTION HERE], but I also understand that it requires resources and my time away from work. Upon returning, I plan to brief others about new research and lessons learned, as well as answer any questions.

Thank you for your consideration; and here’s a reminder that registration rates increase after October 30, 2013.

Sincerely yours,

[YOUR NAME]
[YOUR TITLE]