Hi [MANAGER],

There has been significant change in the social, non-profit, and affordable housing sector in our province and throughout Canada. It is essential that our organization remain aware and up to date on new tools, policies, and opportunities that we can use to sustain and grow our organization. To help me strengthen my skills and knowledge and to obtain and share information about new developments and opportunities within the social and affordable housing sector at a national level, I would like to attend the National Congress on Housing and Homelessness organized by the Canadian Housing and Renewal Association (CHRA) taking place in Winnipeg from April 18-20, 2023.

This conference is a great opportunity for both myself and our organization to engage with affordable housing leaders from across Canada and globally, to connect with current and potential partners, to learn about new policies and programs that could benefit our organization, and to bring best practices back to our organization. I’m particularly excited about [SPECIFIC SESSION, EVENT, OR TOPIC] which I think will help us [APPLY TO YOUR WORK]. More information on the CHRA National Congress can be found on their website at [chra-achru.ca/congress2023/](https://chra-achru.ca/congress2023/).

I believe that attendance at the 2023 CHRA National Congress would be a wise investment for our organization’s growth, and a valuable opportunity for my professional and career development.

Thank you in advance for considering my request. I’d be happy to chat more about this opportunity and answer any questions you might have.

Best,