

Dear [Boss's name],

I am writing to request your approval to send a team to the *National Association for Public Defense (NAPD)'s Team Mitigation Institute*. This intensive training program will be held in person August 13-15, 2025 at Legal Aid Society's Training and Advocacy center in NYC, NY.

Mitigation created by a team of professionals in non-capital cases is increasingly becoming the standard of practice. This bring-your-own-case institute is designed for defense teams to work on the mitigation for a non-capital client. The institute is a mix of presentations followed up by small group work facilitated by experienced faculty. Participants are encouraged to come with their defense team (attorneys, investigators, paralegals, social workers, mitigation specialists and other sentencing advocates).

My participation in the *Team Mitigation Institute* would significantly benefit our team's ability to effectively represent our clients. The program offers in-depth training on:

- **Advanced Mitigation Strategies:** I will learn innovative methods to uncover and present compelling mitigating evidence that can lead to reduced charges or sentences.
- **Trauma-Informed Lawyering:** This training will equip me to better understand and address the impact of trauma on my clients, strengthening the foundation of their defense.
- **Client Collaboration and Storytelling:** The program emphasizes effective collaboration with clients to craft a powerful narrative that humanizes their case and resonates with the court.
- **Streamlined Workflows:** The institute teaches practical mitigation strategies that can save time and resources in the long run. This can lead to a more efficient use of our department's time and budget.

These skills are directly applicable to our daily work and would allow us to provide even stronger representation for our clients. The *Team Mitigation Institute* represents a valuable investment in our team's professional development and ultimately, the success of our office. My enhanced skills will directly translate into improved client service and more favorable outcomes for clients.

To ensure a maximized return on investment, I have already researched the [conference](#). Here is the link to the [agenda](#) and information about the faculty and sessions. **[Choose which of the following pricing applies to you -The cost of attending and the early bird registration cost (before June 20th) of the conference is \$500 for members sending a team of 3 or more working on one client's case.]** Travel and hotel costs are [insert hotel/flight/mileage].

I would be happy to discuss the *Team Mitigation Institute* further and answer any questions you may have.

Thank you for your time and consideration.

Sincerely, [Your Name]