



Chartered Institute of
Professional Certifications
1006 N Rexford Street
Beverly Hills, CA 90210

Date

Dear {Manager},

I am writing to seek your approval to enroll in the Mental Health and Suicide Risk Management, Crisis Intervention and Incident Response program to strengthen my ability to recognize mental health crises, assess suicide risk, and respond appropriately when situations escalate. Developing these capabilities will help me make more confident and structured decisions in high-risk situations, support safer and more timely interventions, and contribute to stronger crisis preparedness across our organization.

Led by Perrin Abbas, an award-winning mental health and suicide prevention practitioner, this program provides practical approaches that I can apply directly in my role. Through case studies and practical exercises, I will strengthen my ability to recognize escalating risk, conduct structured suicide risk assessments, determine appropriate intervention, and coordinate timely emergency responses. The program will also deepen my understanding of duty of care, confidentiality, consent, and post-crisis recovery, enabling me to make more informed and defensible decisions while helping reduce the potential human, operational, and organizational impact of poorly managed crises. Some of the key skills this program will bring include:

- Mental Health Crisis Recognition
- Structured Suicide Risk Assessment
- Early Intervention and Referral Planning
- Trauma-Informed Practice
- Crisis De-Escalation
- Immediate Safety Planning
- Duty of Care, Confidentiality, and Consent
- Critical Incident Stress Management (CISM)

I believe these capabilities will deliver meaningful value to both my professional development and our organization. Upon completing the program, I will be better equipped to recognize risks earlier, respond to high-risk situations with greater confidence, coordinate appropriate interventions, and support safer outcomes. Importantly, I will also be able to share relevant frameworks, practical approaches, and key learnings with colleagues, helping extend the value of the training beyond my individual role and strengthen our broader organizational capability to respond to mental health-related incidents.

I look forward to gaining your approval to attend this online program.

Sincerely,
Your Name