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**Re:** Request to Attend the [20XX] AUCCCD Annual Conference

Dear [Recipient’s Name],

I am writing to request approval to attend the [20XX] Association for University and College Counseling Center Directors (AUCCCD) Annual Conference, scheduled for [Dates] in [City, State].

As the primary mental health leader on our campus, this conference offers a unique and valuable opportunity to further develop the knowledge, skills, and connections essential to my role. The AUCCCD Annual Conference is the premier professional development event for counseling center directors in higher education, with over 100 sessions covering critical topics including:

Inclusive and equitable mental health practices Clinical care, prevention, training, and supervision Organizational structure and leadership strategies Ethics, law, assessment, and outcome measurement Innovative models in campus mental health

Attending the conference will allow me to:

1. Participate in educational sessions directly applicable to my leadership and clinical responsibilities.
2. Network and collaborate with national and international colleagues and experts in the field.
3. Earn continuing education credits required for my professional licensure.

Early registration also provides cost-saving benefits through discounted rates on lodging and travel.

Campus mental health is a highly specialized field situated at the intersection of student development, healthcare, and higher education. AUCCCD provides a rare and important space for professionals like myself to share best practices, explore emerging challenges, and return to campus with actionable insights.

Attending this conference is not only a wise professional investment but also aligns with our institution’s mission to support student well-being, retention, and success. I’m confident that my participation will bring lasting value to our campus community.

Thank you for considering this request. I’d be happy to discuss any additional details or budget considerations.

Sincerely,

[Your Name] [Your Title] [Your Email]