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|  | **From:** You, Worthy Director  **To:** To Whomever You Have to Justify This  **Re:** Request to Attend the 20XX Association for University and College Counseling Center Directors (AUCCCD) Annual Conference  Dear Recipient Name,  I would like to attend the 20XX AUCCCD Annual Conference from October XX–October XX in City, State.  The direct applicable benefits of attending this annual conference include: 1. Enables me to attend a number of educational sessions that are directly applicable to my work as the campus mental health leader; 2. Allows me to network with a variety of college mental health experts and colleagues from around the nation and world; and 3. Assists me in acquiring continuing education credits which are a requirement of continued state licensure as a mental health care provider.  AUCCCD attendees can design their conference experience from a wide variety of 100+ sessions on campus mental health topics to enhance:   * Professional development skills for inclusive mental health center practices * Understanding of latest approaches in prevention, clinical care, training, organizational structuring, ethics and law, outcomes and metrics, and leadership skills. * Awareness of innovative college mental health models and projects * Collaboration skills across diverse professional focus areas.   By registering early, I can take advantage of registration and lodging discounts, as well as lower travel fees.  Campus mental health is a distinctive professional space at the intersection of higher education, student development, and mental health. For these reasons, AUCCCD provides a unique platform for campus mental health professionals to learn, grow, and exchange ideas with others familiar with the challenges of providing high quality care to the college and university student populations. The opportunity for me to develop better contacts and gain knowledge in specific areas of camps mental health makes my attendance at the AUCCCD Annual Conference a wise investment that furthers my ability to assist XXX in fulfilling its institutional mission.  Sincerely,  Your Name  Your Title  Your Email |

