Dear [***Professor/Instructor***],

I hope this letter finds you well. I am writing to request your understanding and support regarding [***Student’s Name***] absence from [***Course Name***] on [***Date(s)***]. As you may be aware, [***Student’s*** ***Name***] have been selected to attend the National Association for Campus Activities (NACA) [***Conference*** ***Name***] [***Conference Website***], which I believe presents a unique opportunity for their personal, professional, and co-curricular development.

NACA is renowned for providing invaluable educational content, networking opportunities, and career skills development that directly aligns with the student’s academic and extracurricular interests. Below you can find an overview of the opportunities afforded to the students by attending the event:

* Educational sessions, workshops, speakers, round tables, and affinity spaces
* Networking opportunities with peer leaders from other colleges & universities to share best practices, challenges, and collaborative programming opportunities
* Developing professional and personal competencies by engaging in business conversations with artists, agents, and exhibitors
* Sampling multiple entertainment showcases and programming demos featuring the best acts, services, and experiences before bringing them to our campus

I sincerely appreciate your understanding and support in this matter. Please do not hesitate to contact me if you require any further information or clarification.

Sincerely,

***Advisor’s Name***

***Advisor’s Email***

***Advisor's Phone Number***

***Advisor's Title/Position***

***Institution’s Name***