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) 2024 national conference ([NACA Live](https://www.naca.org/events/naca-live.html)), which I believe presents a unique opportunity for their personal, professional, and co-curricular development.

The NACA is renowned for providing invaluable educational content, networking opportunities, and other experiential education 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:

* 140+ [education sessions, workshops, speakers, round tables, and affinity spaces](https://www.naca.org/events/naca-live/schedule/ed-sessions.html)
* 8 featured workshops and technology demonstrations
* A keynote by [Payton Head](https://www.naca.org/events/naca-live/schedule/keynote.html), former president of the Missouri Students Association & activist
* Engage in [30+ hours of programming](https://www.naca.org/events/2024-naca-live/schedule.html) featuring the best in Campus Activities
* Networking opportunities with hundreds of colleges & universities
* Access to 100+ exhibitors & vendors in the Campus Activities Marketplace
* Multiple showcases and programming activation spaces featuring the best acts, programs, and experiences to bring to your 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***