Dear [Approver’s Name],

I hope this message finds you well. I am writing to [request approval/request approval for {#} of employees from our department] to attend the American College Health Association (ACHA) 2026 Annual Meeting, held May 26–May 30 in Denver, Colorado. The ACHA Annual Meeting is the premier annual gathering of professionals who provide health and wellness care and education to students at our nation's college and university campuses. By attending the ACHA 2026 Annual meeting, [I/our team] will have the chance to increase [my/our] knowledge and incorporate evidence-based guidelines and standards into our campus practices in [insert your area(s) of practice here].

The benefits of participating in this conference are multi-fold, with highlights listed below:

* **Professional Development:** The ACHA Annual Meeting connects attendees with experts in the field of college health and wellness and provides a wide variety of more than 150 sessions and more than 20 hours of possible continuing education. These sessions teach strategies for implementing state-of-the-art programs and services that advance campus health and wellness programs and provide the latest updates in research, policies, and guidelines. The overall quality of the meeting was rated as good or very good by 93% of respondents to the 2025 General Meeting Evaluation, and 95% rated the expertise of presenters as good or very good.
* **Opportunities for Collaboration:** The ACHA Annual Meeting gathers professionals from a variety of disciplines and from variety of institutions, offering a unique chance to collaborate with peers, share experiences, and establish connections with leaders in the field. Based on the 2025 General Meeting Evaluation, 86% of respondents rated the networking opportunities as good or very good. Relationships formed at this meeting can open doors to partnerships and shared resources that will positively impact our campus programs.
* **Staying Informed on Innovations in Student Well-Being:** The landscape of college health and wellness is constantly evolving. By attending the ACHA Annual Meeting, [I/our team] will stay abreast of the latest trends, innovations, and research findings in the field. It is vital for our campus to remain at the forefront of best practices in college health and wellness to ensure that we are providing high-quality services to our students and our campus community. According to the 2025 General Meeting Evaluation, 95% of respondents reported that they intended to make changes on campus based on what they learned. That could have a big impact on the health of our students.

**The early bird registration deadline for this conference is April 16, 2026**. By registering early, [I/we] can take advantage of registration and lodging discounts, as well as lower travel fees. I also wanted to inform you that ACHA members receive substantial discounts on conference registration—including a volume discount when sending four or more attendees; therefore, I propose that you consider an ACHA institutional membership for our campus as well. There are many benefits to institutional membership beyond discounted conference registration, which can be viewed [here](https://www.acha.org/become-a-member/).

I am confident that the investment in [my/our team's] attendance at this conference will yield substantial returns in terms of professional development, opportunities for collaboration, and actionable, innovative insights that can enhance our student health and wellness initiatives.

I am available to discuss this request further at your convenience. Thank you for considering this proposal, and I look forward to your positive response.

Sincerely,

[Your Name]