

Dear <Supervisor's Name>,

I would like to attend the 4<sup>th</sup> annual Counselor Spring Institute, March 24-25, 2026, at Sacramento State University. This event will provide in-depth school-counseling-related educational sessions. This conference will allow me to attend two days' worth of breakout sessions and general sessions, allowing me to enhance my school counseling knowledge, improve my school counseling program and network with other school counselors to discover best practices in the field.

After reviewing the conference materials, I have selected several educational sessions that will allow me to further my knowledge and understanding of school counseling – which in turn will help our students improve their academic achievement. Some of the sessions that I will attend include:

- <List session 1>
- <List session 2>
- <List session 3>

The conference fee is \$<your registration rate here>. Registration includes all educational sessions and keynote addresses during the conference, lunch on both days and access to representatives from colleges and universities, school counseling publishing companies, careers, software tools and more.

Here is the breakdown of conference costs:

Airfare: <\$xxx>  
Transportation: <\$xxx>  
Hotel: <\$xxx>  
Meals: <\$xxx>  
Conference Fee: \$XXX  
Total: <\$xxx>

My attendance at this event would be a wise investment for <school name here>. The contacts I'll make and the knowledge I'll gain will be invaluable. Thank you for your consideration.

Sincerely,

<Your Name here>