



Dear XXX,

I would like to attend CCMC's 2025 Virtual Symposium taking place in conjunction with National Case Management Week, October 14-16, 2025.

The Symposium is presented by the Commission for Case Manager Certification (CCMC) and offers high-quality education that focuses on timely issues within the profession including sessions presented by industry thought leaders. The schedule offers programming that will help our organization grow and adapt to change. My attendance will directly benefit our organization in the following ways:

- I can get my questions answered by accomplished speakers during sessions specifically designed by case management and disability management subject matter experts.
- I will gain real-world takeaways that will expand my knowledge and be immediately applicable to our practice setting.
- I can earn CEs from multiple allied health organizations.
- I will be able to make suggestions on how to improve existing procedures, policies, and initiatives as a result of hearing new viewpoints and discussing adaptability, effective planning and intervention, and common challenges.

The schedule includes programming over the course of three days, making efficient use of our resources. Registration also includes access to the session recordings post-event. More information can be found by visiting <https://symposium.ccmcertification.org>.

I am seeking organizational support to cover the registration fee to participate in the Virtual Symposium.

Registration Fee:	\$420-\$545 (based on registration type and Early Bird pricing)
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I look forward to sharing notes and key takeaways with our team. Thank you for considering my request.

Sincerely,

Your Name Here