**To:**

**From:**

**Re:** 2021 Virtual T3IC professional learning conference

Hi [insert first name],

I’m writing to get your approval to participate in a terrific educational opportunity. It’s the [2021 Virtual T3IC](http://education.ti.com/t3ic), a professional learning conference for math, science and STEM educators taking place online over three Saturdays in February.

This is a chance to learn from teachers who will share strategies for using Texas Instruments (TI) technology to help students succeed, whether they are learning in person or virtually. Generally, the conference offers the opportunity to:

* Explore how to integrate our TI technology into my teaching plan more effectively
* Learn how to create rich learning experiences that encourage all my students to develop critical thinking and creative problem-solving skills
* Gain access to lessons and activities that are classroom ready
* Connect and collaborate with educators from across the globe

[Please feel free to use this list as is or modify it to include your specific professional learning goals.]

The program is available on the conference website at [education.ti.com/t3ic](http://education.ti.com/t3ic).

Registration for the online conference is just $49. Special team pricing is available, which presents a great opportunity to raise the level of teaching within and across grades. Also, the content will be available on demand until the end of May, which gives us the opportunity to watch any sessions we miss during the conference dates.

I hope to hear from you soon.

Sincerely,  
[Your name]