**To:**

**From:**

**Re:** 2020 T3IC professional development conference

Hi [insert first name],

I'm writing to get your approval to participate in a terrific educational opportunity. It’s the [T3IC professional development conference](http://education.ti.com/t3ic) for math, science and STEM educators in Dallas, Texas, March 13-15, 2020.

This is a chance to learn from frontline teachers, who will share classroom strategies for using  
Texas Instruments technology to help students succeed. They’ll present hundreds of hands-on, interactive sessions, so I can customize my conference experience to meet specific training goals. Generally, I will   
learn how to:

* Integrate our TI technology into my teaching plan more effectively
* Motivate my students to use their TI technology as tools for real-world inquiry and discovery
* Create rich learning experiences that encourage all my students to deepen conceptual understanding, and develop critical-thinking and creative problem-solving skills

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

The conference website is [education.ti.com/t3ic](http://education.ti.com/t3ic)

Special team pricing is available, which presents a great opportunity to raise the level of teaching within and across grades. Also, the team discount—register four, the fifth attends free—can be combined with other limited-time offers to make this impactful teacher education even more affordable.  
  
If it would be helpful, I’d be happy to compile the cost details. Just let me know.

I hope to hear from you soon.

Sincerely,  
[Your name]