Dear [Administrator],

As we continue to prioritize quality professional development for our staff, I would like to bring an important opportunity to your attention: the annual Texas Art Education Association (TAEA) Conference. This event is a cornerstone for art educators across Texas, offering a unique chance to connect with colleagues from elementary through higher education who share similar classroom experiences.

This year’s conference will take place from November 14-16 in Galveston.

**Key activities include:**

* **Showcases of artwork** from Pre-K through college, including museum studies.
* **Hands-on workshops** demonstrating innovative classroom techniques.
* **CPE credit hours** offered through workshops scheduled from 8 AM to 7 PM.
* **Specialized sessions** addressing the needs of students with special needs.
* **Vendor exhibits** featuring the latest classroom supplies and resources.
* **Networking opportunities** with thousands of educators eager to share best practices.
* **Off-site workshops, experience institutes, and tours** for immersive learning.
* **Nationally recognized keynote speakers** addressing current trends in art education.
* **TEKS-integrated workshops** that also connect to other core subjects.
* **Updates on programs** such as AP, VASE, Youth Art Month, and District of Distinction.
* **Targeted strands** for specific grade levels and educational needs.
* **Guidance on grants and funding** opportunities for the art classroom.
* **Information from colleges and art schools** on scholarships that will benefit our students.

My goal is to continue providing high-quality art education to our students while also sharing knowledge and mentoring fellow art educators across the state. I am seeking your support to attend this year’s conference from Thursday through Saturday to achieve these goals. Your timely response would be greatly appreciated, as it will enable our district to take advantage of the early registration rate. For more information about the conference, you can visit <https://www.taea.org/TAEA/conference.asp>.

Please consider supporting my attendance through assistance with registration and / or hotel expenses. I look forward to your response.

**Sincerely,**

[Your Name]  
[Your Position]