Dear [insert name],

I would like to attend the Summer Arts Integration and STEAM Online Conference on July 16-17, 2020. This professional development event will give me access to more than 20 timely sessions that I can access both live and on-demand indefinitely, allow me to network with the brightest minds in STEAM and Arts Integration, and provide access to the latest best practices in the rapidly growing movement of using a STEAM approach (Science, Technology, Engineering, the Arts and Mathematics).

In the latest update to the Every Student Succeeds Act passed by Congress in 2016, the federal government has allocated funds for schools to use for implementation and training in STEAM. I would like to attend this conference as a way to position our school as a leader in this innovative curricular approach.

I’ll also have the chance to hear from thought-provoking TED-style talks and get inspired by the more than 1,500 passionate educators in attendance.

Registration is $99 through April 30, 2020 and includes access to the live day online streaming event, as well as lifetime access to the on-demand conference site. This way, I can not only attend and learn from experts in the field on July 16-17, but will be able to reference the sessions and handouts at anytime for years to come.

I’ve listed below a few of the session topics that are applicable to my job and are directly related to initiatives we’re currently working on. The information I’ll gather at these sessions will reduce the time and costs necessary to complete these projects, and I can use the strategies I learn to help advance other projects at [ insert name of your organization] .

[List the topic you’re interested in learning about].

Feel free to take a look at this year’s [conference program](http://artsintegrationconference.com) and suggest other session topics I might attend.

Thank you for considering this extraordinary professional development opportunity. Together we can create engaging learning experiences that will help our students succeed in the 21st century.

Sincerely,

[Signature]