

Dear [NAME],

Texas Education Conference (TEC25) is upon us, and I would love to represent [workplace] in Lake Conroe, November 12-14, 2025.

Hosted by the Texas Hill Country and Houston Area Chapters of Meeting Professionals International, this annual conference is designed strategically for event and meeting professionals like me to connect with industry leaders and innovators.

This year's TEC will help me produce the perfect blend of strategy, purpose, and play to make events more impactful. I look forward to finding inspiration and practical skills through thought-provoking keynotes, engaging discussions, and interactive sessions led by experts at the forefront of the industry.

I'll also have the chance to network with event marketers, planners, managers, and suppliers to cultivate key business relationships that will benefit [workplace] now and in the future.

The total company investment for my participation is approximately \$XXX. An estimated cost breakdown is as follows:

Registration:

Transportation:

Hotel:

Meals and incidentals:

I'm excited to discuss this with you and answer any questions you might have. I'm confident the knowledge I'll gain and the contacts I'll make at TEC25 will be a worthwhile investment.

Thank you for your consideration.

Sincerely,

[Your Name]