Date  
  
Dear <Administrator>  
  
I want to attend the TEAM UP for Special Education Summer Palooza Conference hosted by the Special Education Department at Region 19 Education Service Center.  
  
The conference theme, “Collaborate, Elevate, Celebrate” is the premier event for all professionals who work with students who receive special education services. This year's agenda includes numerous strands all related to the work that professionals in education do serving students with special need which is very relevant to my job challenges right now.  
  
The conference features many industry guest speakers and keynote speakers, whose information and motivational talks will significantly benefit my work.

Please check out the conference website at esc19.net/TeamUp. I have been following the conference twitter stream @esc19Sped, and there is a lot of buzz about this event!  
  
The cost to attend the virtual conference will be the registration fee of $85.00 which also includes and opportunity for me to attend a safe, socially distanced Vendor Fair located at the Education Service Center.   
  
I am confident you will see this as a worthwhile investment. It is an opportunity for me to network with industry vendors, interact with the keynote speakers, attend valuable educational sessions and gain specific industry knowledge. My attendance at this conference is a wise investment and will pay off for years to come.  
  
Sincerely,  
Your Name