Subject: Request to Attend TCEA 2026

Dear [Administrator’s Name],

Please accept this email as my formal request to attend the 2026 TCEA Convention & Exposition this January 31 through February 4 in San Antonio, Texas. TCEA 2026 is all about “Inspiring Everyday Brilliance,” and I believe that attending would not only provide me with new tools and insights, but would ultimately benefit the rest of our staff and students, as well.

This event stands out as a premier professional development opportunity for educators in my role, with hundreds of relevant sessions to choose from. With your approval, I would get the opportunity to attend sessions like [Insert topics or titles you’re excited about here].

TCEA 2026’s registration includes expert-led presentations, access to a large exhibition of the latest ed tech solutions, and opportunities to network with fellow educators from across Texas and beyond, all for a competitive rate that’s lower than that of many similar events. Plus, the broad range of content ensures I can target topics that directly support our school goals and my specific instructional needs.

I am confident that attending TCEA 2026 will allow me to bring back new strategies, tools, and resources to share with our colleagues—ultimately benefiting our students and school community. I could even represent our team at the convention and present what I learned when I get back!

If you’d like to learn more, please visit [convention.tcea.org](http://convention.tcea.org) or take a look at the flyer I’ve attached to this email.

Thank you for your consideration,

[Your Name]