



Sample Letter Requesting Attendance at the TxDLA 2010 Conference

The Texas Distance Learning Association promotes the effective development and application of all forms of distance learning from video conferencing to e-instruction in the state of Texas and throughout the global community. It is one of the largest educational organizations of its kind and offers its members a wide range of professional opportunities. Most notable is an annual spring conference that draws a huge crowd of administrators, instructional designers and technologists, classroom teachers, web developers, programmers, consultants, trainers and information technology technicians who assemble for the purpose of sharing knowledge, gaining expertise and collaborating with peers. Last year's conference attracted over 750 attendees and included representation from 25 different states.

This year's 2010 conference will be held in Houston from March 21-24. It promises to be even larger and will offer nationally known keynote speakers, intensive hands-on workshops, informative break-out sessions and an expansive exhibit hall displaying the latest and greatest distance learning technologies. I believe that this conference is a must for any professional in my field and as such I would like to express my interest in attending. Costs are nominal and the benefits are great so I would really like take advantage of this opportunity. Additional information and online registration is available at www.txdl.org/conference/2010 . I would like to make arrangements without delay and feel certain that I will gain a wealth of valuable information from TxDLA 2010 that I look forward to sharing with colleagues. Thank you for your consideration in this matter.

Sincerely,