September 24, 2020

Dear [insert name],

I am seeking your permission to attend this year’s Conference for the Advancement of Science Teaching (CAST) presented by the Science Teachers Association of Texas, November 5-7.

CAST is one of the nation’s leading conferences and a must-see event for any science educator seeking to stay on top of the latest trends and cutting-edge technologies. Presented in a fully virtual format, **CAST Reimagined 2020** is also one of the most accessible and affordable options available. Registration for individuals starts at $90 per person, while discounts are extended to multiple registrants depending on their group’s size. Additionally, there is a significant cost saving on travel-related expenses such as transportation, hotel accommodations and meals, of which a physical conference budget would be comprised.

**CAST Reimagined 2020** will connect educators like myself with industry-leading experts while supporting in-person and remote classroom instruction with these engaging resources:

* On-demand access to 150+ sessions made available minutes after scheduled broadcast and accessible for viewing in my own time for up to 12 weeks following the program
* The latest products and innovative technology tools from a broad spectrum of science education vendors in the virtual exhibit hall
* Opportunities to learn from and be inspired by industry-leading educational visionaries, including two keynote speakers and eight featured speakers
* Interactive connections with attendees and vendors through live chats, social experiences, event gamification and more

Thank you in advance for your consideration of my attendance at **CAST Reimagined 2020** as a driving force behind my commitment to inspire my students’ discovery of the world through science.

Sincerely,

[Signature]