

TEA LIFT Approved Provider List

Publisher Letter of Assurance

For Reference Only

Please access the [LIFT Application Web Portal](#) to submit

Directions

To demonstrate expertise in an HQIM, applicants can: (1) provide evidence by submitting an HQIM expertise template, (2) submit a letter of assurance from the publisher, or (3) be the author or publisher. If using a letter of assurance from the publisher (option 2), use the provided email example and letter of assurance outline to request this documentation from publishers.

Send to Publisher

Dear [CONTACT NAME],

[ORGANIZATION NAME] is applying to be featured in the Texas Education Agency's (TEA) LIFT Approved Provider List as an expert on [NAME OF [SBOE-APPROVED HQIM](#)].

We request that you complete and sign the form below on company letterhead, save it as a PDF, and email it back to us by [DATE].

Thank you,

[ORGANIZATION NAME]

Letter of Assurance Outline

[Insert Date]

Dear TEA,

[Insert Publisher Name] asserts that [Insert Professional Learning Organization Name] has sufficient knowledge of [Insert Curriculum Name] to provide high-quality professional learning services on our materials. Specifically, [Insert Professional Learning Organization Name] has expertise in the following published versions:

- [List each published version]

If you have any questions, please contact me at [insert email] or [insert phone number].

Sincerely,

[Signature]

[Insert Name]

[Insert Title]

[Insert Company Name]