***[Date]***

Dear ***[add manager’s name]:***

I would like to attend the PowerSchool University International online training [enter dates] in the India Standard Time (IST) zone. This event features training options over the 4 days, best practices, and networking opportunities with a community of PowerSchool users and experts. By participating, I will learn valuable solutions, strategies, and techniques to streamline our daily processes and allow us to better utilize our PowerSchool products.

The cost of this event is $1,000 per person and includes:

* Up to 8 three hour instructor-led sessions
* Curriculum for all courses – even those I do not take online – with no expiration date
* Exclusive content and networking opportunities with trainers and other PowerSchool users through PSU Connect
* Extended access to PD+, PowerSchool’s online, self-paced eLearning platform

The classes are organized by topic and level of experience, so my training experience will be tailor-made to suit my role and aid in professional development.

Below, please find a list of classes I intend to take and how they will help utilize PowerSchool to its fullest potential:

* ***[add course name and how it addresses a need]***
* ***[add course name and how it addresses a need]***
* ***[add course name and how it addresses a need]***
* ***[add course name and how it addresses a need]***

This specialized training will allow me to return to work and immediately implement what I've learned, making it a great return on investment. I’ll also develop better connections with industry experts and peers whom I will be able to call upon throughout the year.

Thank you for considering this request.

I look forward to your reply.

Regards,