***[Date]***

Dear ***[add manager’s name]:***

I would like to attend the PowerSchool University Engage training event offered from [enter dates] in [enter location]. PSU Engage offers an intensified two and a half-day program specifically designed to provide attendees with a robust educational experience that includes 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 [enter cost] per person and includes:

* Up to 15 training hours of instructor-led sessions led by certified PowerSchool trainers and subject matter experts
* Access to the full event’s digital curriculum, including sessions I don't attend, available indefinitely for continued learning
* Opportunities for Continuing Education Units (CEUs), plus solution and role-based certifications
* 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, and most are eligible for continuing education units. 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,