***[Date]***

Dear ***[add manager’s name]:***

I would like to attend the PowerSchool University (PSU) Engage training event offered from ***[enter dates]*** in ***[enter location]***. This training is an intensive program that combines two full days of educational sessions, sharing of best practices, and networking with a community of PowerSchool users and experts. The experience is designed to impart practical solutions, strategies, and techniques that will improve our daily operational efficiency and maximize our investment in PowerSchool solutions.

The cost to attend this event is ***[enter cost]***, and includes interactive, hands-on sessions facilitated by certified PowerSchool trainers. These sessions will be conducted using PowerSchool’s dedicated training servers, providing an immersive learning environment. The availability of trainers during and post-sessions ensures that any specific questions I may have can be addressed promptly and in detail. Furthermore, the curriculum is comprehensive, offering a variety of tracks and courses that cater to different levels of experience with PowerSchool SIS, and many sessions qualify for continuing education units (CEUs). This professional development opportunity is tailor-made to suit my role. As a bonus, I’ll have access to the full event’s digital curriculum, including sessions I don't attend, available indefinitely for continued learning!

Below, is a list of the classes in the track I intend to take and how they will help us use PowerSchool solutions to their 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]***

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

I will submit a report post-conference that will include a summary, major takeaways, tips, and recommendations on how we can better utilize PowerSchool solutions. Securing a seat at my preferred location is dependent on registering as soon as possible, so I look forward to your reply.

Thank you for your consideration,