***[Date]***

Dear ***[add manager’s name]****:*

I would like to attend PowerSchool University (PSU) Global in Dubai, United Arab Emirates, November 9-11, 2024. PSU Global features 2 full days of training, 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 $2,500 USD per person and includes:

* A variety of two-hour and one-hour sessions for up to 14 hours of training, led by certified PowerSchool trainers and subject matter experts
* Access to the full event’s digital curriculum, including sessions you don't attend, available indefinitely for continued learning
* On-the go PSU experience with the updated PSU app, available for Apple and Android users, for convenient access to resources, session details, and updates
* Opportunities to build a strong professional network with peers from across the globe that extends beyond the event, creating lasting relationships in the PowerSchool community
* Access to PSU’s PD+ Sampler, PowerSchool’s online self-paced eLearning platform

PowerSchool University is PowerSchool’s premier training event, and PSU Global is PowerSchool's very first offering of an onsite PowerSchool University outside of North America! This event will provide the same great trainer-led courses featuring the most up-to-date PowerSchool innovations. This training experience is available only once a year.

Below, please review a list of the PSU Global sessions I plan to participate in:

* ***[add program name/activity and how it addresses a need]***
* ***[add program name/activity and how it addresses a need]***
* ***[add program name/activity and how it addresses a need]***
* ***[add program name/activity 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,