***[Date]***

Hello ***[add manager’s name]***:

I would like to attend PowerSchool University (PSU) in ***[location]*** on ***[enter dates]***. This event features four full days of training, best practices, and networking opportunities with a community of PowerSchool users and experts. By attending, I will learn valuable solutions, strategies, and techniques to streamline our daily processes and allow us to better utilize PowerSchool solutions.

At PSU, I will participate in hands-on learning using PowerSchool’s training servers and environments. During and after class, PowerSchool’s certified trainers are available to answer detailed questions. The course catalog has over 90 different classes to choose from, including courses on the new PowerSchool SIS Enhanced UI. The classes are organized by topic and level of experience, and most are eligible for continuing education units. This professional development opportunity is tailor-made to suit my role. As a bonus, I’ll leave PSU with digital access to the curriculum for the entire course catalog – even for the courses I do not attend.

The cost of this event is ***[enter cost]*** per person At PSU, I can select 24+ hours of hands-on training classes. Below, is a list of classes 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. In addition to training, I’m also able to sit down, one-on-one, with PowerSchool Support and review any questions we might have. 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,