***[Date]***

Dear ***[add manager’s name]****:*

I would like to attend PowerSchool’s PSU Next @EDGE event in Seattle, Washington, July 22-26, 2024. This event features 4 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 $1,849 per person and includes:

* Up to 18 hours of PSU instructor-led trainings
* Curriculum for 25 PSU courses – even those I do not take – with no expiration date
* Admission to all general sessions, keynotes, and product sessions offered at EDGE
* Multiple networking opportunities, including an offsite networking event
* Access to PSU’s PD+ Sampler, PowerSchool’s online self-paced eLearning platform

EDGE is PowerSchool's flagship customer event for the K-12 community and PowerSchool University is PowerSchool’s premier training event. PSU Next provides the same great trainer-led courses offered as programs that feature the most up-to-date PowerSchool innovations. This training experience is available only once a year.

Below, please review a list of the PSU Next program I plan to attend and additional EDGE activities I intend 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,