**[Date]**

Dear **[Manager’s Name]**,

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

The cost of this event is **[enter cost]** per person and includes:

* Up to 13 hours of instructor-led sessions delivered by certified PowerSchool trainers and subject matter experts
* Access to the event’s digital curriculum, including sessions I do not attend, available indefinitely for continued learning
* Exclusive content and networking opportunities with trainers and other PowerSchool users
* Practical takeaways and step-by-step guidance designed to support immediate application back at work

The event offers classes organized by topic and skill level, allowing me to focus on content relevant to my role and professional goals. Below is a list of classes I plan to take, along with how each will help me maximize our use of PowerSchool solutions:

* **[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 equip me with key skills I can apply immediately, providing a strong return on investment. It will also allow me to build lasting connections with industry experts and peers—resources I can rely on well beyond the event.

Thank you for your time and consideration. I’m confident this opportunity will bring lasting value to our team, and I look forward to your response.

**Regards,**  
**[Your Name]**