**[Date]**

Hello **[Manager’s Name]**,

I would like to attend the PowerSchool University (PSU) training event taking place from **[enter dates]** in **[enter location]**. This event offers four full days of training specifically designed to provide attendees with a robust educational experience, including best practices and networking opportunities with a community of PowerSchool users and experts. By participating, I will gain valuable solutions, strategies, and techniques to streamline our daily processes and help us better utilize our PowerSchool solutions.

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

* Up to 30 hours of instructor-led training 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
* Two free certification exam waivers in topics of my choice and eligibility to earn Continuing Education Units (CEUs)
* Exclusive content and networking opportunities with trainers and other PowerSchool users
* Extended access to a sample of PD+, PowerSchool’s online self-paced eLearning platform

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 and how each will help me maximize our use of PowerSchool:

* **[Add course name and how it addresses a need]**
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This specialized training will equip me with practical 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]