**[Date]**

Dear **[Manager’s Name]:**

I would like to attend the PowerSchool University Remote Plus online training offered from **[enter dates]**. This event features training options over 5 days, 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 **[enter cost]** per person and includes:

* Up to 30 hours of instructor-led sessions led by certified PowerSchool trainers and subject matter experts
* Access to the full event’s digital curriculum, including sessions I don't attend, available indefinitely for continued learning
* Opportunities for Continuing Education Units (CEUs), plus solution and role-based certifications
* Exclusive content and networking opportunities with trainers and other PowerSchool users through PSU Connect
* Extended access to 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, 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]**
* **[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]**