[Date]

Dear [manager’s name]:

I am writing to request approval to attend PowerSchool’s annual conference EDGE, July 22-25, 2025, in Nashville, Tennessee. This conference is a premier event for K-12 educators, administrators, and leaders, offering a unique opportunity to learn, share, and collaborate with 500 professionals from more than 200 districts.

**Purpose of Attendance**: Attending PowerSchool EDGE will significantly enhance my professional development by providing insights into the latest educational technologies and best practices. This aligns with our goal of staying at the forefront of educational innovation.

**Benefits to the Organization**: By attending, I will gain valuable knowledge and skills that can be directly applied to our current projects and initiatives. This includes learning about new PowerSchool integrations and innovations that can improve our district’s efficiency and effectiveness.

**Detailed Agenda**: The conference features dozens of engaging breakout sessions led by education experts, multiple keynote sessions from pioneering K-12 thought leaders, and hundreds of opportunities to connect one-on-one with other education leaders. I have attached a brief overview of the conference agenda for your reference.

**Return on Investment**: The insights and skills I will gain from this conference will enable me to implement best practices and innovative solutions within our district, ultimately contributing to our success. I will also provide strategic vision for our educational programs' future.

**Post-Conference Plan**: Upon my return, I will submit a detailed report summarizing the major takeaways, tips, and recommendations from the conference. Additionally, I plan to share the knowledge gained with our team through a presentation or workshop.

Thank you for considering this request. I have also attached my proposed travel budget with this letter for your consideration. This professional development event will allow me to return to work reinvigorated and immediately implement best practices learned, making it a great investment. I look forward to your response!

Please let me know if you have any questions,

[signature]