# Dear (MANAGER’S NAME),

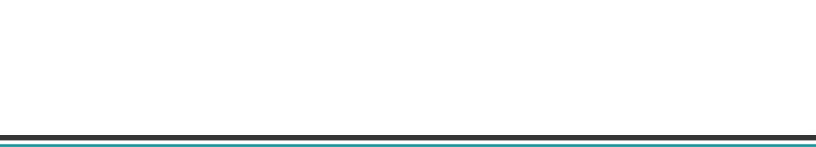
I’m thrilled to submit this request to attend the Executive Leadership Support Forum: (CITY) on (DATES). ELS provides continuing education and career development for ambitious executive assistants like me who are driven to exceed expectations. It’s a rare opportunity for me to develop the exact skills I need to increase my performance and find innovative solutions to organizational challenges.

**About ELS:**

Executive Leadership Support (ELS) is a community that brings together top executive assistants who support the world’s most influential leaders, with the mission to educate and empower them to achieve greatness in their careers. At ELS Forum, our unique event experience, EAs get the support, training, and inspiration they really need to take their career to the next level by focusing on what drives performance, purpose, passion, and profit. Because when they shine, the organization shines.

**By attending this forum, I will:**

* Gain high-value training from world-renowned instructors that will enhance my EA execution and positively impact our company.
* Develop my power and influence to enable me to make authoritative decisions and act on behalf of yourself and the organization.
* Hone next-level communication skills that allow me to interact with key stakeholders, manage different personalities towards common goals, and diffuse high-pressure situations.
* Establish strategically beneficial relationships with other like-minded EAs. And more!



* **INSERT GOALS YOU HAVE FOR ATTENDING THE EVENT**
* **FOR EXAMPLE, GATHER BEST PRACTICES TO INCREASE EFFICIENCY IN**

**Total Investment: (INSERT REGISTRATION PRICING)**

* Access to all sessions, workshops, and networking functions
* Opportunity to meet with expert instructors and leading admin professionals
* Digital access to all instructor materials, action item worksheets, and anonymous live polling results
* Refreshments and luncheon on both days (previous attendees say the conversations they had with their peers during lunch and networking breaks are just as valuable as the speaker sessions!)

To further illustrate the incredible value this event delivers, I have attached a copy of the agenda, which outlines the instructors, course topics, and learning objectives. Want more information or need to review event safety protocols? Feel free to visit [teamels.com](https://teamels.com/).

ELS limits attendance to facilitate meaningful interactivity and deeper engagement. As such, I have a small window of time to secure my seat. I’m thankful for your consideration of my request and would sincerely appreciate your approval within the next week so that we may take advantage of this game-changing opportunity. I truly hope we can work together in support of my professional development as an investment in the future of this organization.

# Sincerely,

# (YOUR NAME)