Dear (Manager’s Name),

I’m thrilled to submit this request to attend the Executive Leadership Support Forum: San Francisco on August 5-6, 2020. ELS Forum 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.
* Learn expert lessons in time management that will help me relieve tension and accomplish more in less time with zero burnout.
* Develop my power and influence to enable me to make authoritative decisions and act on behalf of my executive 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.
* Master the art of negotiation so I can effectively obtain what I need for my executive and company.
* Establish strategically beneficial relationships with other like-minded EAs. And more!

**Forum registration includes:** 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!)

(ATTACH AGENDA) 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? Feel free to visit [elsforum.com](https://elsforum.com/).

These ELS Forum producers are smart. They keep attendance limited 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)