**APPROVAL LETTER**

Dear (Manager’s Name),

I’m thrilled to submit this request to attend an ELS Forum event. ELS provides continuing education and career development for ambitious executive assistants like me who are driven to exceed expectations. This is a rare opportunity for me to develop the exact skills I need to increase my performance and find innovative solutions to organizational challenges.

**ABOUT 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 EVENT, 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!

**TOTAL INVESTMENT: (ADD COST HERE). EVENT REGISTRATION INCLUDES:**

* Access to all sessions, workshops, and networking functions
* Opportunity to work with leading instructors and distinguished administrative professionals
* All instructor materials, action item worksheets, and anonymous live polling results

(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 [teamels.com](https://teamels.com/).

I’m thankful for your consideration of my request and would sincerely appreciate your approval 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)