**APPROVAL LETTER**

Dear (Manager’s Name),

I’m thrilled to submit this request to attend the Virtual Executive Leadership Support (ELS) Spring Series. 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. ELS Spring Series is designed to offer additional training opportunities on content directly requested by the community.

**VIRTUAL EVENT:**

Due to COVID-19, ELS Spring Series will run on a virtual platform to keep all participants safe. Sessions will take place as a livestream through the ELS Events app, which allows for a variety of interaction, depending on the user’s preference. Participants will still get to enjoy the networking and collaborative benefits of an in-person event through our app!

**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.
* Exchange tried-and-tested strategies with seasoned executive assistants to better align expectations and goals to accomplish more as an organization in less time.
* Learn expert lessons in mentorship, providing feedback, and how to hold inclusive meetings to increase accessibility to institutional knowledge and improve my leadership.
* Hone crisis communication and business writing skills that will help me relieve tension and diffuse high-pressure situations.
* Enhance my skills in technology through a variety of workshops covering Microsoft Teams and OneNote as well as Google Workspace, which will improve efficiency and drive productive collaboration.

**TOTAL INVESTMENT: $395 USD PER DAY OR $995 USD FOR THE ENTIRE EVENT. REGISTRATION INCLUDES:**

* Access to the ELS Events app, all sessions and recordings, and workshops
* 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)