



Make the Case to Attend

JUSTIFICATION LETTER



Dear (Boss or decision-maker),

I am requesting your approval to attend the Annual Administrative Professionals Course taking place (Your preferred session).

This program is considered the best course for Administrative Professionals and offers an all-inclusive educational opportunity at an affordable cost.

This program is now in its 53rd year and has been attended by Administrative Professionals from virtually every major corporation in Canada and the United States as well as the Federal Government, RCMP, and the governments of every province as well as every major university – from McGill to UBC.

If this request is approved, I'll return from this comprehensive course armed with:

- New skills and techniques that today's administrative professional needs to achieve optimal productivity
- An increased knowledge of the sources of interpersonal conflicts and the ability to resolve them
- Fresh insights and approaches gained from peer-to-peer networking with colleagues from across Canada and the United States.
- A renewed commitment to my job increasing my productivity and efficiency, saving you and our company (department, agency) time and money
- New valuable best practices as well as skills and strategies that I will share with my colleagues

Of course, I will ensure my responsibilities are handled by one or more of my colleagues while I attend the course.

The return on your investment in my training and development will more than pay for itself as the knowledge and skills I will acquire at the course begin to yield benefits once I return to work as the information, I will learn at the P.A. Douglas Annual Administrative Course is practical and full of tips and tools I can implement immediately.

I believe my attendance and participation is a worthwhile investment and will offer favorable results towards the continued success of our company (department). I hope you agree!

Thank you for your consideration,

(Your name)

