

Dear

I hope this message finds you well. I am writing to discuss an upcoming professional development opportunity that will benefit my professional growth and allow me to better support our team's efforts.

I recently discovered the Administrative Professionals Appreciation Workshop, hosted by the Georgia Southern University Division of Continuing and Professional Education. This workshop focuses on providing applicable insights on communication clarity, workflow efficiency, and creating a sustainable work routine. These focal points align closely with my role and our team's collective goals.

This program costs \$39, and runs from 12:00 p.m. to 1:30 p.m. on Wednesday, April 22; also known as Administrative Professionals Appreciation Day. I feel confident the skills and knowledge I will gain from attending this event will directly contribute to the success of our team's endeavours.

I look forward to discussing the company's investment in professional development by supporting my attendance of this event. I am eager to learn the valuable skills offered at this event, and look forward to sharing these insights with the team following the workshop's completion.

Thank you for considering this request. I am grateful for the company's commitment to supporting the professional growth of its employees.

Best regards,