**[Your Name]**[Your Job Title]
[Date]

**To:** [Leader’s Name]
[Leader’s Title]

**Subject:** Request for Approval – Enrollment in the Star Achievement Series®

Dear [Leader’s Name],

I am requesting your approval to enroll in the Star Achievement Series® – The Premiere Administrative Training Course for Administrative Professionals. This program is recognized as one of the most comprehensive development opportunities for administrative and executive assistants, offering both certification and the CEAP (Certified Executive Administrative Professional) designation.

The Star Achievement Series® is designed to develop assistants who demonstrate executive presence, strategic thinking, and strong leadership support. Participants learn how to move beyond task-based work to become proactive business partners who directly support organizational goals.

**Key learning outcomes include:**

* **Attitude**: How to maintain resilience in a rapidly changing environment, manage stress, navigate office politics, and sustain professionalism under pressure.
* **Skill**: How to strengthen communication in digital, hybrid, and in-person environments, manage time and priorities effectively, improve workflow, and master the balance of soft skills and technical expertise.
* **Teamwork**: How to build a strategic partnership with leaders, foster collaboration across teams, provide upward feedback, and work seamlessly in remote or hybrid settings.
* **Strategy**: How to set meaningful career goals, cultivate a professional brand, build networks, and anticipate organizational needs with forward-looking solutions.

**Program highlights:**

* Two levels with 8 modules each, designed to build foundational competencies in Level I and advance them in Level II.
* Live, highly interactive online classes with case studies, peer discussions, and practice activities that reinforce learning.
* Course materials include eight detailed workbooks that can be referenced long after the training is complete.
* Assessments that identify strengths and areas for development, providing a roadmap for continued professional growth.
* CEAP designation for successful participants, demonstrating professional excellence and leadership readiness.

**Return on Investment for the organization:**

* Stronger administrative and leadership partnerships that lead to more efficient operations and better decision-making support.
* Increased productivity through improved time, information, and energy management skills.
* Greater adaptability in supporting organizational change and responding effectively to uncertainty.
* Elevated professionalism and executive presence that reflect positively on the organization.
* Retention of high-performing talent who feel valued through continued investment in their career development.

I am confident that the knowledge and skills I will gain from this program will have a lasting impact on my ability to contribute at a higher level and support both you and our team more strategically.

Thank you for considering this request. I believe this investment in my professional development will benefit not only me but also the overall success of our department and organization.

Respectfully,
[Your Name]