

# The Leader Assistant Academy from Jeremy Burrows

## Professional Development Business Case Letter

*To request professional development funds from your employer.*

- **TO EDIT THIS DOCUMENT** – Click “File” -> “Make a copy” to save it to your Google account, OR click “File” -> “Download” -> “Microsoft Word” to save to your device.
- Remember: **personalize** this letter so it doesn’t sound like something found on Google.
- Email [hello@leaderassistant.com](mailto:hello@leaderassistant.com) if you have any questions, or would like details on enrolling your assistant team of 5 or more at a discount!

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Request for Professional Development Funds  
(Month, Date, Year)

Hi (Executive or HR Manager’s Name),

I’m writing to request professional development funds for enrollment in [The Leader Assistant Academy](#) – an AI-powered, on-demand professional development resource for executive assistants from Jeremy Burrows.

Jeremy is a longtime c-suite executive assistant, the #1 bestselling author of [The Leader Assistant](#), host of the number one podcast for administrative professionals, [The Leader Assistant Podcast](#) (over 1,000,000 downloads), and an internationally recognized trainer, coach, and public speaker who provides in-depth training and guided development for top executive assistants and administrative teams.

Jeremy educates, empowers, and equips the world’s top executive assistants to be the game-changing Leader Assistants their executives and companies need. Because Jeremy has been an assistant for over 19 years, he understands the challenges we face, and can speak directly to them.

Jeremy’s career development Academy for growth-minded executive assistants who are driven to exceed expectations is relevant and inspiring. His content provides a unique opportunity for me and our assistant team to develop the exact skills needed to increase performance and find innovative solutions to organizational challenges.

By enrolling in [The Leader Assistant Academy](#), I will...

- Gain 24/7 access to high-value, on-demand training from a world-renowned instructor that will enhance our EA execution and positively impact our company.
- Learn expert lessons in self-leadership and organizational leadership that will help me and the team accomplish more in less time, all while helping us resist burnout.
- Develop my decision-making abilities to better act on behalf of our executives and the organization.
- Self-assess and uproot what holds me back from game-changing influence and impact.

**Total Investment:** A one-time fee of \$497 (USD) per team member. \$\_\_\_\_\_ (USD) total

As you know, we executive assistants are now called to lead, think, and act strategically. We are team leaders, cross-functional collaborators, project managers, culture carriers, initiative implementers and more. This training opportunity is about the future of the role, the trends on the horizon, and how to continue to grow in the midst of our changing world.

I believe enrolling in [The Leader Assistant Academy](#) is a worthwhile investment in the future of this organization, and I hope to take advantage of this game-changing development opportunity. I'm thankful for your consideration and would appreciate your approval within the next 72 hours, as I would like to begin working through the resources within the Academy as soon as possible.

Sincerely,  
(Your Name)