**To:** (Manager / L&D Decision-Maker)
**From:** (Your Name), (Job Title)
**Subject:** Business Case for Membership with The Assistant Room

Hi (Manager Name),

I would like to request your support in my ambition to become a member of The Assistant Room, a decision that I’m confident will make a significant difference to how I work and the value I deliver to our team.

This is a global community and development platform built specifically for Business Support professionals. Far more than a training programme, it combines practical tools, expert guidance, and a powerful network; enabling assistants like me to work more strategically, save valuable time, and deliver greater results for the business.

**What’s Included in Membership**

* **Impact Insights Dashboard** – A tool that clearly demonstrates how I’m adding value, from hours saved to cost efficiencies, in ways that directly benefit the business.
* **On-Demand Learning & Development** – Over 50 lessons covering leadership, communication, productivity, and strategic support, available anytime.
* **PA Concierge Desk** – Help with tasks like venue sourcing and supplier research so I can focus on higher-value priorities.
* **Professional Coaching & Mentorship** – Access to coaches who understand the EA/PA role inside out, plus monthly roundtables for advice and ideas.
* **Exclusive Networking & Events** – Opportunities to connect with other professionals at premium venues and through online events.
* **Members Hub & Community** – A safe, global space to share best practices, get solutions, and avoid feeling isolated in the role.

**Why It’s Worth It for the Business**

* **More time for strategic priorities** – By taking admin-heavy tasks off my plate, I can focus on projects that directly support business goals.
* **Better skills without extra training spend** – Membership combines learning, mentorship, networking, and practical support in one package.
* **Retention and motivation** – Companies who invest in their assistants see better engagement and loyalty.
* **Proof of value** – The Impact Dashboard makes it easy to demonstrate my impact in clear, measurable terms.

It’s also reassuring to know that well-respected organisations including Monzo, Legal & General, JUST Group, and many more already fund membership for their assistants, recognising it as a smart investment in both productivity and retention.

**Investment**

* Rising Star Membership: £384.89 + VAT per year
* A-Lister Membership: from £2,034.89 + VAT per year (includes dedicated coaching)

Given the time savings, improved efficiency, and professional growth it offers, I see this as a high-value, low-risk investment especially when covered through our Learning & Development budget.

I’d love to go ahead and start using these resources to deliver even more for the team.

Thank you for considering this, I’m excited about the difference it could make.

Best wishes,
(Your Name)