

CONVINCE YOUR BOSS - SAMPLE LETTER/EMAIL

Date:

Dear << your manager >>

Seek support to take up Membership with Professional Organisation Singapore Association of Administrative Professionals (SAAP)

I am committed and dedicated to the administrative industry and looking forward to continuous growth and learning, and therefore I wish for your support to join SAAP.

SAAP is a professional association supporting the Administrative Professionals' personal and professional development. (reference: www.saap.org.sg)

Subject to the approval of the Membership application, as a member of SAAP, I can access to :

- New learning programs and training, tools, and resources to ensure efficient skills and master key functions of my role.
- Networking opportunities with fellow admin professionals, knowledge sharing of the admin industry to be on track with the latest developments.
- Member rates to SAAP seminars/workshops/events and Affiliate organizations' events, including:
 - ✓ ASA – Association of Secretaries and Administrative Professionals in Asia-Pacific
 - ✓ MDIS – Management Development Institute of Singapore
 - ✓ U-Associate – NTUC U Associate
 - ✓ SCWO - Singapore Council of Women's Organisations

I genuinely trust that SAAP's resources and professional development activities will be beneficial for me to serve the stakeholders effectively. Kindly consider approving the company's sponsorship of:

- \$125 (joining fee and 1st year subscription)
- \$75 (annual subscription))

I look forward to having your positive support.

Yours faithfully

<< Signature >>

<< Your Name >>