Dear (Manager’s Name),

I am writing to propose joining The Assistant Room’s Rising Star Membership, the leading professional membership platform for Personal and Executive Assistants founded by Jessica Gardiner named one of the top 35 female business leaders in the UK. At £384.89 per year, this membership offers a comprehensive package of resources and support that directly benefits my professional development and contributes measurable value to our organisation.

### Membership Content Highlights:

* **Personalised Learning and Development:** Access to tailored resources and expert-led masterclasses to enhance skills essential to my role.
* **Corporate Concierge Service:** A dedicated team available to handle complex and time consuming tasks on events and other corporate requests, including in-depth research and vendor negotiations saving us considerable time and money.
* **In-Person and Online Networking Events:** Opportunities to connect with high-calibre assistants from leading organisations to share best practices and ideas.
* **24/7 Members’ Forum:** A global community offering real-time advice and support for daily challenges.
* **Exclusive Supplier Discounts:** Access to unique benefits and savings on premium brands such as Jo Malone and global flower delivery services.
* **Event Planning Support:** Consultations for optimising event schedules and ensuring seamless execution.
* **Templates and Resources:** Ready-to-use documents that streamline workflows and improve efficiency.
* **Regular Industry Updates:** Weekly updates with news, insights, and opportunities relevant to assistants and their organisations.

The Assistant Room membership offers tangible advantages that align with our organisation’s goals. It ensures I have access to tools and networks that:

* **Enhance Productivity:** By providing proven strategies and templates that streamline my daily tasks.
* **Deliver Cost Savings and Efficiency Through the Concierge Team:** Their expertise in vendor negotiations and logistics has led to significant reductions in costs for other members, including savings of over £90,000 on event proposals. This team also ensures trusted, vetted suppliers are used, reducing risks and ensuring quality results.
* **Improve Efficiency:** With expert guidance and resources that enable me to manage priorities effectively.
* **Inspire Innovation:** Gained from insights and ideas shared at networking events and masterclasses.
* **Elevate the Perception of My Role:** Helping to demonstrate the strategic value I bring to the organisation.

This membership also tackles key challenges faced by assistants, such as:

* **Empowering Career Growth:** Structured support to set and achieve clear professional goals.
* **Streamlining Time-Intensive Tasks:** Leveraging the concierge team to handle complex requests, from researching venues to negotiating contracts, freeing up my time for higher-value responsibilities.
* **Increasing Visibility:** Tools to highlight the measurable impact of my contributions.
* **Building Community:** Access to a network of professionals who provide advice, support, and a sense of belonging.

The Rising Star Membership represents a valuable investment in both my professional development and the organisation’s success. It equips me to deliver higher-quality results, manage priorities more effectively, and contribute positively to the team’s objectives.

I would be delighted to discuss this proposal further and answer any questions you may have. Thank you for considering this opportunity to support my growth and the broader goals of our organisation.

Yours sincerely,

(Your Name)

(Your Job Title)