

Subject: Request for Approval to Attend CAE Study Group

Dear [Boss's Name],

I would like to request your approval to participate in the **CAE Study Group**, a structured and collaborative learning experience hosted by Association Forum. This program is designed to prepare professionals for the Certified Association Executive (CAE) exam through peer discussion, expert facilitation, and guided study.

Here are **five key reasons** why I believe this is a smart investment:

- **Exam Preparation** – The program is tailored to the CAE exam content outline, helping me focus on the most relevant topics.
- **Accountability** – The group format keeps participants on track with a clear study schedule and shared goals.
- **Expert Guidance** – Sessions are facilitated by experienced CAEs who provide insights and answer questions.
- **Peer Learning** – I'll engage with other candidates, gaining diverse perspectives and support.
- **Professional Growth** – Preparing for the CAE enhances my strategic thinking and leadership skills.

The registration fee is **\$720 for members** (or \$1015 for non-members). I'm confident that this program will support my professional development and contribute to our team's success. Thank you for considering this request. I'd be happy to share more details or discuss how this aligns with our goals.

Sincerely and in gratitude,

[your name]