

Advocacy Letter for Appointment of Personal Assistant to the CEO

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to advocate for the appointment of a dedicated Personal Assistant to the CEO, [CEO's Name]. Given the increasing demands on the CEO's time and the strategic importance of the role, I believe that this position is essential for enhancing efficiency and ensuring effective management of our priorities.

The responsibilities of the CEO have grown significantly, and without a dedicated assistant, it can be challenging to maintain the high standards of leadership that we strive for at [Company Name]. A Personal Assistant would provide crucial support in various areas, including scheduling meetings, managing communications, and organizing priorities, which would allow [CEO's Name] to focus on strategic decision-making and leadership initiatives.

Furthermore, engaging a Personal Assistant can lead to improved operational workflows, greater communication across departments, and enhanced productivity within the executive team. I am confident that such an addition to our organization will yield substantial benefits and align with our goals for growth and efficiency.

I urge you to consider this proposal seriously and would appreciate the opportunity to discuss this matter further. Thank you for your attention to this important consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]