



Office Dynamics  
5575 South Durango Drive, Suite 106  
Las Vegas, Nevada 89113  
800-STAR-139 or 702-360-4904

Dear Executive:

I have good news for you. Your assistant has taken a critical first step in identifying their need for training and job improvement. That's something to be celebrated. You and I both know that continuing education is critical to success. Without it, skills become stagnant, technology baffles, and offices struggle to move forward. Sometimes we, as leaders, forget that our organizations thrive when training and education are at the top of the priority list.

By giving you this letter, your assistant is asking you to make an investment in them. I'm here to ensure that investment will transform your assistant into one of your organization's most vital assets. Office Dynamics events are hailed as the preeminent training platform for the administrative community. Year after year, assistants who attend our conferences bring back a wealth of knowledge, insider tips, and strategies from industry experts around the world who are dedicated to the advancement of the assistants' role.

**Sending your assistant to the Conference for Administrative Excellence will:**

- Allow your assistant to grow a tremendous amount in a very short time
- Provide the opportunity for connections with the best in the business from different industries
- Allow your team to gain a competitive advantage in your industry
- Instill a sense of confidence that they are worthy of investment

I founded Office Dynamics International thirty years ago. We are an industry leader in the development and presentation of sophisticated executive and administrative assistant training, coaching, and resources. Our mission is to provide top-tier training that expands an individual's skill set, increases productivity, drives home, work ethic, and ensures long term success. Our time-tested methods work. We guarantee that your assistant will walk away from this investment more confident, capable, and eager. They'll return to you truly changed and ready to further your vision. At the end of the day, isn't that what it's all about?

Sincerely,

Joan Burge  
Founder and CEO

A handwritten signature in black ink that reads "Joan Burge". The signature is fluid and cursive, written in a professional style.