

Insert <Your Firm Logo>

Dear Managing Partner (or Supervisor),

I would like to request approval to become a member of The Law Office Management Association (TLOMA).

TLOMA provides significant support to its members - all focusing on education and professional development. The cost of the annual membership is \$450 plus applicable taxes, however in 2025, the annual cost for first-time members is \$350 + HST (\$395.50).

Please find below a list of the TLOMA membership benefits:

- Unlimited complimentary attendance at Special Interest Group in-person and online events (approximately 20 free events a year)
- TLOMA Newsletter that identifies key developments and trends in the legal industry
- Complimentary Registration for One Social Networking Evening event • Member only Networking events
- Professional Development events and an annual Conference
- Business Partner Directory that offers key contacts for your firms
- Member only access to purchase Business Services Survey and Total Rewards Survey
- Extremely low member fee to post job postings on our vibrant career board and complimentary reposts within the same calendar year
- Member only discussion Forums

As a TLOMA member, I will be able to enhance my competencies and network with other law office professionals making my membership a valuable investment that will benefit both personal and professional Levels.

Many thanks in advance for your consideration.

Kind regards, <Employee's Name>