Dear <Insert Your Boss’ Name Here>,

As you know, keeping up on the latest information management practices and skills is essential for our team’s success. I believe that my completion of [**AIIM’s Enterprise Content Management (ECM) Course**](https://www.aiim.org/Education-Section/Deep-Dives/Deep-Dive-ECM)will help us improve the way we manage our enterprise content.

The ECM course provides a foundational understanding of the technologies, business drivers, and implementation strategies for managing business content. This training will give me the skills needed to select the appropriate ECM capabilities for particular business challenges and implement them effectively.

After taking this course, I will be able to:

* Identify ways to better capture, analyze, engage, automate, and govern enterprise content
* Develop necessary content taxonomies, metadata, and security models
* Define our business and system requirements for enterprise content management

The cost of this course is <Insert price here>.

Online Specialist (non-member) $595

Online Master (non-member) $1,785

Online Specialist (member) $535

Online Master (member) $1,600

Upon completion, I’ll share key strategies and takeaways, including those that we can implement immediately and will positively impact our bottom line.

Thank you for your consideration.

<Insert Your Name Here>