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. Therefore, I believe that my completion of [**AIIM’s Implementing Information Management on SharePoint and Office 365 Course**](https://www.aiim.org/Education-Section/Deep-Dives/Deep-Dive-IIM-SP)will help us get the most out of our investment in SharePoint.

The SharePoint and Office 365 course will show us how to implement and manage our SharePoint environment to unlock its full power as an information management platform. It will give me the skills needed to build the term sets, hierarchies, workflows, records retention rules, and other components we will want to set up.

After taking this course, I will be able to:

* Identify appropriate and inappropriate scenarios for SharePoint
* Design content import strategies
* Configure search to improve findability
* Select SharePoint components to create a desirable user experience
* Select and configure information protection tools

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

Non-member price: $995

Member price: $895

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>