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 [**Practical AI for the Information Professional Course**](https://www.aiim.org/Education-Section/Deep-Dives/Practical-AI-for-the-Information-Professional)will help us learn how to use AI to manage our information more effectively and efficiently.

The Practical AI course provides guidance on where and how Artificial Intelligence can fit into an information management strategy.

After taking this course, I will understand:

* Key concepts, methods, and examples of AI in business
* How to interpret outputs for AI models
* How to identify AI opportunities for our organization
* How to develop an AI roadmap
* AI use cases in Information Management
* Ethical and regulatory concerns
* Leading AI tools

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

Non-member price: $895

Member price: $795

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>