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 [**Foundations for Intelligent Information Management (FIIM) Course**](https://www.aiim.org/Education-Section/Deep-Dives/Foundations-of-IIM) will help us learn the strategies to drive our Digital Transformation initiatives forward.

This training course provides practical guidance for improving and automating how we manage our information to make our organization run more efficiently. It will give me the skills needed to leverage all of the information we’re storing in our organization to accelerate business activities, enrich customer experiences, and improve operational agility.

After taking this course, I will be able to:

* Create and capture information
* Extract intelligence from information
* Digitalize information-intensive processes
* Automate governance and compliance
* Implement an information management solution

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

Non-member price: $999

Member price: $899

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>