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 Information Governance Course**](https://www.aiim.org/Education-Section/Deep-Dives/Deep-Dive-Information-Governance) will help us keep our information safe and our organization compliant.

The Information Governance course will provide us with a systematic approach for managing information assets in support of business goals and objectives. The course will give me the skills needed to develop a framework for ensuring regulatory compliance.

This course will teach me to:

* Design and implement a pragmatic framework for managing information assets
* Identify required roles and responsibilities for information governance throughout the organization
* Gain support for an effective information governance program from stakeholders and staff
* Improve how information is captured, shared, accessed, stored, and disposed of
* Reduce storage and legal costs
* Save time and money through greater interoperability and standardized components
* Ensure legal and regulatory compliance

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

Non-member price: $299

Member price: $265

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>