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 Taxonomy and Metadata Course**](https://www.aiim.org/Education-Section/Deep-Dives/Deep-Dive-Taxonomy) will help us improve our ability to navigate, find, and discover our information.

The Taxonomy and Metadata course will provide us with a systematic approach for designing an effective taxonomy and test plan and developing a metadata strategy.

This course will help me:

* Create a taxonomy structure and usability model
* Determine whether to build or buy a taxonomy
* Understand the major design principles for a taxonomy and develop a test plan
* Conduct a facet and metadata analysis for a taxonomy project
* Scope a taxonomy project and develop a business case

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>