Dear ***[Name]***,

To improve my project management capabilities and contribute more effectively to strategic goals, I would like to attend IIL's CAPM® training (live {DATES} or self-paced) and pursue certification. This will lead to increased project success and proactive risk mitigation. Learn more: <https://www.iil.com/capm/>

**The IIL CAPM® training course offers several key benefits:**

* Hands-on project management skills development and CAPM exam preparation led by expert instructors. Including comprehensive course handouts and study guides.
* 23 contact hours, fulfilling PMI's requirements for certification.
* Practical skill development through expert-led group exercises and knowledge checks.
* Ongoing mentorship and support.
* ***Access to CAPMIQ, a post-course learning and preparation resource.***

**Why I selected IIL:**

* **Expert Instructors:** IIL instructors are experienced project management professionals who bring real-world insights and practical knowledge to the learning experience.
* **Focus on Practical Application:** The training emphasizes applying project management principles and techniques to real-world scenarios, ensuring practical implementation of learned skills.
* **Customized Solutions:** IIL offers tailored training solutions to meet specific organizational needs.

**I propose we register the following team members:**

**Cost:**

|  |  |  |
| --- | --- | --- |
| **# of Team Members:** | **Cost per Team Member:** | **Total Cost:** |
|  | $ | $ |

These factors combine to make IIL a leading provider of project management training, offering **{me/us}** and the organization a comprehensive and effective way to enhance project management capabilities.

Thank you,

***[YOUR NAME]***