Dear (Manager's Name),

I’m interested in enrolling in AusIMM’s [Cost Estimation for the Resources Industry short course](https://www.ausimm.com/courses/short-courses/cost-estimation/), commencing <insert commencement date> and delivered online.

I believe it is essential I attend this course for my own professional development and career growth, and to assist my role in supporting the goals of our organisation by enhancing my skills and processes in accurately predicting and managing cost to prevent blow outs.

**AusIMM**

AusIMM is the peak body for people in the resources sector, offering outstanding professional development opportunities including world class mining conferences, leadership events and online courses.

**The course**

Accurate cost estimation can make or break a project - and estimating cost in the resources sector calls for knowledge unique to our industry. With a program designed specifically for costing mining projects and priorities, over four weeks I’ll have the chance to explore topics like: cost estimation terminology and characteristics, methods for estimating capital, operating and business costs, estimation techniques, shortcuts and checks, how to use benchmarking to validate cost estimates and estimating costs for emerging technologies.

The course is delivered entirely online, so I can fit participation around my work commitments. The cost for the course is *(you can copy the relevant price from the table below, e.g. if you are an AusIMM member, select the member rate).*

|  |  |  |
| --- | --- | --- |
| Member  $1,429  Price inclusive of 10% GST | Non-member  $1,759  Price inclusive of 10% GST | Associate membership and enrolment bundle  $1,657.80  Price is inclusive of 10% GST |

*With the below if you’re interested in taking up the bundle offer:*

The membership and course bundle offers an Associate AusIMM membership (for professionals with less than five years’ experience in the industry) and access to the course – for less than the cost of a non-member place in the course.

I look forward to your favourable consideration of this request.

Kind regards,

**Name**

**Title**