Dear (Manager's Name),

I’m interested in attending AusIMM’s Report Writing for Mining Associate Certificate, which commences 28 October 2024.

I believe it is essential I attend this online course to learn how to deliver clear, accurate and persuasive mining reports.

**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 globally-recognised online courses.

**Report Writing for Mining Associate Certificate**

Here are some of the skills I will enhance by attending this course:

* Explore the key features and expectations of report writing in the mining sector.
* Tailor reports to meet the unique needs of different audiences.
* Plan and structure reports effectively, considering purpose, audience, and content.
* Communicate information clearly and persuasively using appropriate language and visual aids.
* Leverage project management techniques for efficient report production.
* Utilise a variety of writing tools to enhance report quality and efficiency.

Please find more information about the course here:

<https://www.ausimm.com/courses/associate-certificates/report-writing-for-mining>

The cost for the Associate Certificate is (*copy the relevant price from the table below. If you are not already an AusIMM member, the member bundle is the best value option).*

|  |  |
| --- | --- |
| AusIMM member | $1420 |
| Member bundle\* | $1666 |
| Non-member | $1847 |
| Group training | If multiple people from your organisation will be completing the course, enquire about our special group pricing |

\*As a member, I will have access to exclusive benefits, including discounted technical conferences and courses, the OneMine digital library, community of interest chapters, member-only newsletters and the opportunity to become a Chartered Professional. [Discover all benefits here.](https://www.ausimm.com/communities/membership/member-benefits/)

I look forward to your favourable consideration of this request.

Kind regards,

**Name**

**Title**