

Dear [enter manager's name here],

I am interested in attending the Advanced Learning Institute's **Modern Employee Experience** virtual certificate training series on Thursdays November 7<sup>th</sup>, November 14<sup>th</sup>, November 21<sup>st</sup>, 2024 11AM – 1:00 PM EST. This is where the experts go to learn and gain priceless knowledge. I am confident I will return with strategies and solutions that will help our organization cultivate an internal communications strategy that can drive business.

**What will I learn?**

- Learn about emerging communication technologies.
- Discover strategies for building a strong employee brand.
- Learn effective crisis communication strategies.
- Measure the impact of internal communication.
- Bridge the generation gap and create an inclusive workplace.

**Why is it important?**

- Valuable access to content and speakers leading the industry during and after the conference
- Provides the opportunity to benefit from networking and benchmarking ideas and solutions with other participants during breakout sessions

**What will it cost?**

Below is an approximation of the cost of attendance.

Registration.....	\$
<b>TOTAL</b> .....	<b>\$</b>

Afterwards, I can submit a post-conference report with an executive summary including major takeaways, best practices, and recommendations. I can also share the session documents and insights across my team and our organization.

Thank you for considering my request to register for this event. I look forward to your reply.

Regards,  
[Your name here]