Dear (Manager's Name),

I’m interested in attending AusIMM’s Effective English Communication for Mining Short Course, which commences 10 November 2025.

I believe it is essential I attend this online course to improve my English communication skills to elevate my career in an international mining context.

**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.

**Effective English Communication for Mining Short Course**

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

* Understand and respond to English-language documentation and meetings.
* Present and engage confidently with peers, leaders and stakeholders.
* Use AI tools to support learning and communication.
* Write reports with clarity and accuracy in a mining context.
* Navigating mining terminology and industry-specific language with ease.

Please find more information about the course here:

<https://www.ausimm.com/courses/short-courses/effective-english-communication-in-mining/>

The cost for the Short Course is: (*copy the relevant price from the table below).*

|  |  |
| --- | --- |
| AusIMM member | $700 |
| Non-member | $870 |
| Group training | If multiple people from your organisation will be completing the course, enquire about our special group pricing |

I look forward to your favourable consideration of this request.

Kind regards,

**Name**

**Title**