

Re: AMIIC Training Hub Request to Attend

Hello [Your Manager's Name], I'm requesting approval to attend one of the Advanced Manufacturing Innovation and Integration Center's (AMIIC) course offerings on the \_\_\_\_\_.

I am very interested in this particular course and believe it will help benefit my professional development and the company.

Top 3 reasons I would like to attend:

- ◆ Hands-on experience and industry-standard instruction, taught by industry-leading experts.
- ◆ Learn more about this topic to implement new standards and processes at our company.
- ◆ Collaborate with other peers in the Madison County area and expand my professional network.

Following my return, I can debrief the team by sharing best practices and new insights, key takeaways, and suggested action items for improving the way we work.

### Training Hub Overview

AMIIC offers training to facilitate government and industry adoption and individual credentialing, in order to respond to the evolving supply and demand of the workforce pipeline. All courses and learning objectives have been developed to meet the advanced manufacturing requirements of Redstone Arsenal and its industry partners.

### Costs

Attending AMIIC's Training Hub is a worthwhile investment in my professional development. I'm estimating the total cost to attend this course will be \_\_\_\_\_.

*(check AMIIC Training Hub portal for costs)*

Thank you for considering my request, and I look forward to your reply.