

Institute for Supply Management®

EMPLOYER SUPPORT

Email Templates



Choose an email template below to help craft an email of support to your employer for your ISM membership. Simply copy the text, paste into the body of an email, and customize for your needs.

Option 1: Advance Professional Skills

Subject: ISM Membership

Dear [supervisor name],

I'm hoping you will support my goal of advancing my professional knowledge and skills through membership with the Institute for Supply Management (ISM).

As a leading association for supply chain professionals, with membership I can gain access to education, information and resources that can help me bring added value to the company. The organization offers a multitude of benefits and resources upon joining, including:

- Tools and templates that streamline daily tasks
- Networking
- Member-only webinars
- Case studies
- Various educational delivery methods.
- Preferred Pricing
- Access to research and publications

ISM membership would be a great resource for me as I work to increase my knowledge and stay informed of the latest news and trends affecting supply chain professionals. This option gives me so many great benefits that I can pass along to the organization.

I appreciate your consideration and believe that it would greatly impact my performance. I'm happy to discuss this further whenever it's most convenient for you.

Sincerely,

<<Signature>>

Option 2: Maintain Certification

Subject: ISM Membership

Dear [supervisor name],

As you know, I recently earned my <<CPSM/CPD>> through Institute for Supply Management (ISM), and to help me keep what I've earned, I'd like to pursue membership with ISM.

Every three years, I must earn 60 continuing education hours (CEHs) and membership grants. three CEHs per year and provides me with opportunities to participate in other qualifying activities to earn CEHs.

The organization offers a multitude of benefits and resources upon joining, including:

- Free webinars that can be used toward recertification
- Preferred pricing
- Networking
- Case studies
- Various educational delivery methods
- Access to research and publications

ISM membership would be a great resource for me as I work to increase my knowledge and stay informed of the latest news and trends affecting supply chain professionals. This option gives me so many great benefits that I can pass along to the organization.

I appreciate your consideration of this request and believe that it would greatly impact my performance, and I would bring my new learnings to the team and company overall. I would be happy to discuss this further, whenever it's most convenient for you.

Sincerely,

<<Signature>>