



Sample Employer Justification Letter

Use the following email message as a template for requesting an ARMA membership be sponsored by your employer. Please include the total cost of membership [plus the chapter](#) if you would like to join the local chapter (highly recommended!)

Items in **bold** represent specific areas that you should customize.

Dear Employer,

As you know, weak information management practices can be a serious issue for any organization, including ours. As technology advances, privacy, security, and regulatory concerns related to governing information continue to evolve. I want to make sure our organization avoids risk by having strong information practices.

I'm asking you today to invest in a professional membership to ARMA International for me. I believe it is a wise investment and one whose benefits will far exceed the initial cost – just \$175 (**change the number to include chapter fees**).

ARMA helps companies save time and money by equipping its members with the skills they need to develop everything from electronic records management to proactive and compliant data use policies to understanding the implications of emerging technologies like blockchain and AI. Think of ARMA like a professional development partner for our organization.

The association membership will provide (**customize this list to what is relevant to you/your organization**):

- Hundreds of hours [of free, on-demand online continuing education training](#) that will keep my skills updated and me ready tackle the challenges that come our way
- [Live, virtual conferences](#) and bi-monthly virtual [roundtables](#) where attendees have direct access to experts in the field
- A library of free topic-specific resources like white papers, authoritative reports, [standards](#), and industry studies to keep our organization compliant and at the cutting-edge of industry practices
- A [mentorship program](#) that will match me with a seasoned member who will provide guidance as I navigate the challenges of this ever-evolving profession
- Professional growth in leadership positions that will strengthen my ability to lead internally
- A significant discount on the [industry's premier, in-person conference](#), with three days of solutions and peer networking.
- Access to a local network of professionals who are navigating similar challenges
- Real success stories that save us real time and money because we don't have to try to discover what works

ARMA will help me strengthen our organization's practices in this challenging, ever-changing environment. The ROI on investment amounts to thousands of dollars a year in my access to new solutions and continuing education. And that doesn't include the less tangible benefits, like building a strong professional network, growing my leadership skills, and avoiding risky practices that can end up generating additional fees from consultants and attorneys.

I hope you will support my membership in ARMA International.