

**Recommending a CUES Course**

**Purpose:***Send to individuals to recommend and/or require a course.*

**Directions:***Copy and paste the template below into a new email, replace all highlighted fields, then send.*

**SUBJECT: Recommended/Required CUES Course**

Hi <NAME>,

As part of your professional development journey, I am recommending/requiring you take the <COURSE NAME> course. This course can be found within your CUES membership in <CUES Learning Portal or Harvard ManageMentor>. The link below will take you directly to the course.

<insert link>

Please have this course completed by <date>. Upon your completion download the certificate of completion and send it my way.

Be sure to login to [www.cues.org](http://www.cues.org) first, before accessing the course.

Should you need any assistance, review the [CUES Member Help Center](https://www.cues.org/member-help-center#tab1) for helpful how-to guides.