



Chartered Institute of
Professional Certifications
1006 N Rexford Street
Beverly Hills, CA 90210

Date

Dear {Manager},

I would like to enroll in the Certified UK Corporate Tax Planning and Structuring Manager (CTM™) program to significantly strengthen my expertise in UK corporate tax planning, structuring, and compliance governance. I would like to gain your approval to attend this program which will significantly enhance my ability to manage complex regulations, design tax-efficient structures, and lead governance and risk oversight across our tax function. By attending this program, I will be better positioned to support compliant, defensible, and strategically aligned tax planning in today's heightened enforcement environment.

Led by Neil Da Costa, a highly distinguished UK corporate tax expert, this program will provide me with practical, up-to-date training aligned with evolving UK tax frameworks, OECD BEPS developments, and global minimum tax rules. The program's strong focus on risk governance, documentation quality, transfer pricing oversight, and tax control integration will enable me to engage more confidently with HMRC and contribute more effectively to strategic tax decision-making within the organisation. Some of the key skills this program will include:

- UK Tax Residency and Nexus Determination
- Cross-Border Tax Structuring and Planning
- Transfer Pricing Policy Design and Defence
- IP and Intangible Asset Structuring and Optimisation
- M&A and Reorganisation Tax Planning and Integration
- Tax Risk Management and Control Frameworks
- BEPS and Global Minimum Tax Compliance

I believe these skillsets will prove invaluable to me, and you can be assured that after attending this program, I will be better equipped to design, manage and lead our organization's strategic tax planning initiatives aligned with rigorous UK standards and OECD guidelines. Upon completing the program and passing the certification exam, I will earn the globally recognised Certified UK Corporate Tax Planning and Structuring Manager (CTM™) designation, which will validate my advanced capability in leading complex tax planning, strengthen our organisation's compliance and audit-defence capabilities, and position our tax function to operate at the highest standards of regulatory excellence.

I look forward to gaining your approval to attend this online program.

Sincerely,
Your Name