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

Date

Dear {Manager},

I am requesting your approval to enroll in the Chartered Financial Planning and Analysis Manager (CFPA™) program, a targeted program that will sharpen my ability to anticipate financial risks, improve forecasting accuracy, and translate financial insights into sound strategic decisions. This program will help me deliver advance FP&A expertise will enable me to challenge financial assumptions, detect performance gaps earlier, and deliver more reliable recommendations that strengthen our financial resilience and long-term growth.

Led by Pierre Faddoul, an accomplished CFO and finance executive with over 19 years of international experience who has assessed more than US$40 billion in investments and M&A transactions, this program delivers practical, expert-led training in advanced financial planning, performance management, and executive decision support. I will learn to build integrated financial models, implement driver-based rolling forecasts, and apply scenario analysis to evaluate financial risks and strategic alternatives. The program also covers profitability optimization, working capital management, capital investment appraisal, and AI-enabled FP&A, equipping me to identify financial inefficiencies, evaluate investment opportunities, and present actionable recommendations to senior management. Key skills and knowledge I will gain include:

- Strategic Financial Planning & Business Partnering
- Integrated Financial Modeling & Driver-Based Forecasting
- Scenario Planning & Financial Risk Assessment
- Profitability Analysis & Cost Optimization
- Working Capital Management & Strategic Capital Allocation
- Executive Financial Reporting & AI-Enabled FP&A

These capabilities will allow me to produce more reliable forecasts, identify profit leakage and cost-saving opportunities, and turn financial insights into actionable executive recommendations. I will apply them directly to strengthen our financial planning, improve cross-functional collaboration, and optimize resource allocation. Upon completing the program and passing the exam, I will earn the CFPA™ designation, a credential that will add credibility to our finance function. I will also share practical frameworks and key insights with colleagues, extending the value of this training across our team.

I would be grateful for your approval to attend this program. I am committed to applying what I learn directly to our financial planning, performance management, and strategic decision-making, and to delivering a measurable return on this investment.

Sincerely,
Your Name