



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

Date

Dear {Manager},

I would like to enroll in the Certified Australian GAAP and IFRS Financial Reporting Specialist (CIFRS™) Program to further enhance my knowledge in financial reporting that complies with the Australian GAAP and IFRS standards and I would like to gain your approval to attend this program. By attending this program, it will enhance my ability to navigate the complexities of financial statement preparation, regulatory compliance, and global accounting standards, ensuring accurate reporting and adherence to evolving financial regulations.

Led by Douglas Dunstan, a renowned financial management and corporate governance expert, this program will equip me with the expertise to align our organization's financial reporting practices with both IFRS and Australian GAAP standards, strengthen compliance frameworks, and promote transparency in financial disclosures. It will also offers me to gain a comprehensive exploration of key IFRS standards and their reconciliation with Australian GAAP, providing practical insights into financial statement preparation, fair value adjustments, and tax implications. By doing so, it ensures our organization remains at the forefront of financial governance and reporting excellence. Some of the key skills this program will bring include:

- Financial Reporting Standards
- IFRS Compliance
- Australian GAAP Standards
- IFRS Reconciliation Process
- Australian Accounting Standards Board (AASB) Framework
- Financial Statement Analysis
- Fair Value Measurement

I believe these skillsets will prove to me invaluable to me and you can be assured that after attending this online program, I will be able to contribute even further to our organization's financial reporting framework, particularly in aligning with the relevant Australian GAAP and IFRS standards. I strongly believe that the key skills that I will gain from this program will also significantly enhance our performance and team credibility.

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

Sincerely,  
Your Name