



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

Date

Dear {Manager},

I would like to seek your approval to attend the Certified Commercial Negotiation and Deal Structuring Manager (CCN™) program to strengthen my ability to manage complex negotiations, structure stronger commercial agreements, and protect long-term business value. By attending, I will deepen my understanding of negotiation strategy, commercial decision-making, and contractual risk management, while gaining practical capabilities that can be applied within our organization to improve deal quality and commercial outcomes.

Led by Christina Alexopoulos, an accomplished lawyer and commercial leader, this program goes beyond negotiation techniques to strengthen how commercial value is created, protected, and sustained across the deal lifecycle. I will sharpen my ability to define BATNA and ZOPA positions, plan concessions, and influence stakeholders in complex negotiations. I will also strengthen my judgment across pricing, profitability, and commercial trade-offs, supporting better decisions and stronger margins. In addition, the program develops capability in contractual risk management, liability allocation, and contract governance, helping our organization reduce value leakage and secure more sustainable commercial outcomes. Some of the key skills this program will bring include:

- Strategic Negotiation & BATNA/ZOPA Analysis
- Commercial Deal Structuring & Value Optimization
- Pricing & Profitability Analysis
- Contractual Risk & Liability Management
- Cross-Border Negotiation
- Stakeholder Influence & Relationship Management
- Contract Governance & Performance Management

I believe these skillsets will prove invaluable to both my development and our organization. After attending this virtual program, I will be better equipped to secure stronger commercial terms, identify contractual exposure earlier, and make more disciplined trade-offs. The program will also strengthen my ability to help translate negotiated commitments into measurable commercial outcomes while reducing the risk of value leakage after agreements are signed. Earning the CCN™ designation will also provide formal recognition of my capabilities in strategic negotiation, commercial deal structuring, and contractual risk management.

I look forward to gaining your approval to attend this virtual training program.

Sincerely,
Your Name