



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

Date

Dear {Manager},

I would like to enroll in the Certified Canada Corporate Governance, Board Responsibilities and Directors' Liabilities program to further enhance my expertise in Canadian corporate governance framework and directors' legal obligations, and I would like to gain your approval to attend this program. By attending this program, I will gain a comprehensive understanding of Canada's complex regulatory environment and develop the practical expertise required to support our organization in fulfilling its governance responsibilities. This will enable me to contribute more effectively to enhancing our governance standards, strengthening compliance, and supporting sound board-level decision-making.

Led by David Kandestin, highly accomplished corporate governance board advisor, this program will equip me with practical insights into how effective boards operate and how directors fulfil their legal and fiduciary responsibilities. Throughout the program, I will learn how to manage director liabilities, apply due diligence defenses, and navigate shareholder activism, ESG obligations, and crisis situations. Some of the key skills this program will bring include:

- Corporate Governance Frameworks in Canada
- Directors' Fiduciary Duties and Liability Risk Management
- Board Structure, Committees and Governance Best Practices
- Financial Oversight and Audit Governance
- Enterprise Risk Management and Compliance Oversight
- Shareholder Rights and Stakeholder Engagement

I am confident that the skills developed through this program will be highly valuable, and I will be better equipped to contribute to improved decision-making, stronger board governance practices, and enhanced regulatory alignment. I am confident that the insights gained from this program will further strengthen our organization's corporate integrity and reputation while supporting our long-term strategic objectives.

I look forward to your approval to participate in this virtual training program.

Sincerely,
Your Name