



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

Date

Dear {Manager},

I would like to enroll in the Certified Australia Corporate Governance Code, Directors' Duties & Liabilities program to further enhance my expertise in Australian corporate governance frameworks and directors' legal obligations, and I would like to gain your approval to attend this program. By attending this program, I will develop a strong, practical understanding of Australia's governance frameworks and enhance my ability to support the organization in managing regulatory expectations, strengthening oversight, and making well-informed decisions.

Led by Dr Danny Davis, a globally recognised corporate governance expert and advisor, this program will equip me with practical insights into how high-performing boards drive strategy, oversee risk and create long-term value. Throughout the program, I will develop the ability to evaluate board effectiveness, strengthen governance frameworks, enhance board-executive dynamics, and navigate emerging challenges such as ESG, cyber risk, and evolving stakeholder expectations. Some of the key skills this program will bring include:

- Modern Corporate Governance Frameworks & Best Practices
- Directors' Duties, Accountability & Liability Awareness
- Board Structure, Roles & Effective Committee Practices
- Strategic Oversight & Long-Term Value Creation
- Risk Governance, Assurance & Control Frameworks
- Ethical Decision-Making & Governance Judgement

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