



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

Date

Dear {Manager},

I would like to enroll the Certified Lean Six Sigma Black Belt to further enhance my knowledge in process excellence with six sigma and I would like to gain your approval to attend this program. By attending this program, it will strengthen my overall knowledge in applying Six Sigma principles to help our organization to strive for process and operational.

Led by Luca Chiasserini, highly-rated Lean Six Sigma Master Black Belt and continuous improvement leader, this program will also help me to apply advanced statistical tools and decision-making techniques to help our organization to minimize waste and increase the efficiency of our projects. The program will cover impactful best practices and theories that will improve my knowledge in aligning the DMAIC process and building an effective project team that align to our organizational goals. Some of the key skills this program will bring include:

- Lean Six Sigma
- Continuous Improvement
- Six Sigma Implementation Plan
- Operational Excellence
- Productivity Improvement
- DMAIC (Define Measure Analyze Improve and Control)
- Value Stream Mapping & Analysis
- Continuous Flow & Zero Defect Principles
- Pull & Cadence Principles
- Kanban & Standardized Work Methodology

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 operational process particularly in leading the project team more effectively and strategically. 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