



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

Date

Dear {Manager},

I would like to enroll in the Certified Supply Chain Inventory Optimization and Demand Forecasting Professional (CID™) program to enhance my capabilities in driving forecasting accuracy and optimizing our inventory strategies, and I would like to gain your approval to attend this program. By attending this program, it will provide me with critical tools and practical skills to strengthen our supply chain planning, reduce stock imbalances, and improve overall operational efficiency through advanced analytics and Excel-based simulations.

Led by Dr. Mark Rodgers, an award-winning professor with Rutgers Business School and supply chain expert, this program will equip me with practical insights into predictive modeling, inventory control, and ERP-integrated planning. It will also deepen my understanding of demand volatility management, replenishment planning, and segmentation strategies—enabling us to make faster, data-driven decisions that support service levels and cost efficiency. Some of the key skills this program will bring, include:

- Time Series & Causal Forecasting Techniques
- Forecast Accuracy Metrics (MAPE, MAD, RMSE)
- Inventory Optimization: EOQ, ROP & Safety Stock
- ERP Forecast Integration & Scenario Planning
- Customer Segmentation & Market Basket Analysis

I believe these skillsets will prove to be invaluable to me and you can be assured that after attending this online program, I will be better equipped to contribute to our organization's success by driving more accurate demand forecasting and cost-effective inventory management. In addition, this program will allow me to earn the Certified Supply Chain Inventory Optimization and Demand Forecasting Professional (CID™) designation which I believe will add significant value to our organization's operational strategy and drive for supply chain excellence.

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

Sincerely,  
Your Name