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

Date

Dear {Manager},

I would like to enroll in the Certified UK Corporate Sustainability Reporting Manager (CSRM™) program to further enhance my knowledge in managing robust corporate sustainability reporting (CSR) strategies that are in compliant with UK's standards and regulations, and I would like to gain your approval to attend this program. By attending this program, I will gain advanced skills and knowledge that will enable me to drive impactful ESG strategies by streamlining our organization's corporate sustainability reporting processes, and ensure compliance with both local and global sustainability standards. This expertise will enable me to drive sustainable business practices, enhance our organization's reputation, and contribute to a sustainable future.

Led by Sonia Shah, an accomplished sustainability, climate reporting, and assurance expert, this program will equip me with comprehensive understanding of the UK's intricate sustainability reporting regulations. I will gain expertise on a wide array of critical topics, including the UK's mandatory climate-related financial disclosures alongside with the upcoming UK Sustainability Reporting Standards (UK SRS) expected in 2025, the Task Force on Climate-related Financial Disclosures (TCFD) recommendations, and the implications of the EU's Corporate Sustainability Reporting Directive (CSRD) for UK companies. Some of the key skills and knowledge this program will bring include:

- Global CSR Frameworks
- Materiality Assessments
- Climate-Related Financial Disclosures
- IFRS Integrated Reporting
- TCFD, CSRD, SASB and CRI Reporting Compliance
- Environmental Auditing
- Carbon Footprint Analysis
- Environmental Risk Assessment

I believe these skillsets will prove invaluable to me and you can be assured that after attending this program, I will be better equipped to strengthen our reporting processes, ensuring they are robust, aligned with best practices, and compliant with evolving regulations. The knowledge and expertise gained will empower me to enhance our organization's sustainability reporting capabilitites and effectively communicate our commitment to corporate social responsibility.

I look forward to gaining your approval to attend this online program.

Sincerely,
Your Name