



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

Date

Dear {Manager},

I would like to enroll in the Certified EU Environmental Compliance Auditor (CEC™) program to further strengthen my expertise in EU environmental regulations, compliance auditing, and ESG reporting requirements, and I would like to gain your approval to attend this program. By attending this program, it will enhance my ability to interpret key EU regulations, conduct risk-based audits, and implement audit-ready compliance systems, enabling me to better support our organization in managing regulatory risks and ensuring consistent environmental compliance.

Led by Baishakhi Sengupta, a highly experienced accredited environmental compliance auditor, this program will equip me with practical, end-to-end knowledge across EU environmental auditing—from regulatory interpretation and permitting compliance to monitoring, reporting, and verification. Additionally, this program will enhance my ability to conduct ISO 14001 audits, perform GHG and carbon audits, and evaluate ESG and Net Zero requirements. Some of the key skills this program will bring include:

- EU Environmental Compliance Auditing
- EU ETS & GHG Verification
- ISO 14001 Audit Execution
- ESG & CSRD/ESRS Reporting
- Carbon & Energy Auditing
- Audit Readiness & CAPA Frameworks

I believe these skillsets will enable me to identify compliance gaps early, strengthen our audit readiness, and reduce potential enforcement risks. I am confident that these capabilities will enhance our organization's regulatory performance, sustainability reporting quality, and overall credibility with stakeholders.

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

Sincerely,
Your Name