



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

Date

Dear {Manager},

I would like to seek your approval to attend the EU Packaging Regulations and Packaging Waste Compliance program. The program will strengthen my understanding of the EU Packaging and Packaging Waste Regulation (PPWR) and help me apply its requirements more effectively within our organization. The knowledge gained will help me identify compliance gaps earlier, reduce regulatory exposure, and support stronger readiness as PPWR requirements take effect.

Led by Andrea Collins, MIEEx, MBA, BA (Hons), an international trade and regulatory compliance specialist, this program provides practical knowledge of PPWR compliance across the packaging lifecycle. I will strengthen my ability to assess packaging sustainability, recyclability, and recycled content requirements. I will also develop practical expertise in Extended Producer Responsibility (EPR), reuse and refill obligations, and harmonised labelling requirements. Through practical exercises, I will learn to strengthen supplier assurance, improve technical documentation, and prepare more effectively for regulatory scrutiny. Some of the key skills this program will develop include:

- EU PPWR Compliance
- Packaging Sustainability
- Design for Recycling
- Recyclability Assessment
- Recycled Content Compliance
- Extended Producer Responsibility (EPR)
- Packaging Technical Documentation

I believe these capabilities will deliver measurable value to our organization by helping me assess our packaging portfolio, identify compliance gaps, and support better-informed decisions. I can apply the learning to strengthen supplier requirements, improve documentation, and enhance inspection readiness, reducing the risk of costly redesigns, delays, and market-access disruption. The program will also help me contribute to a practical PPWR implementation roadmap, coordinate compliance actions, support circular-packaging objectives, and share relevant frameworks with colleagues to strengthen internal capability.

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

Sincerely,
Your Name