



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

Date

Dear {Manager},

I would like to enroll in the Certified Global Food Safety and HACCP Compliance Manager (CFS™) program to further strengthen my expertise in my expertise in global food safety management system and regulatory compliance, and I kindly request your approval to attend this program. By participating, the program will enhance my ability to design, implement, and lead robust, audit-ready food safety systems that reduce compliance risks, prevent recalls, and protect both public health and organizational reputation.

Led by June Oh, global food safety and regulatory expert, this program provides a comprehensive and practical understanding of Codex HACCP principles, FSMA preventive controls, and global best practices in food safety management. The program will equip me with critical expertise in hazard analysis, CCP determination, corrective actions, allergen management, recall preparedness, and FSMA 204 traceability, strengthening my ability to enhance compliance, mitigate food safety risks, and lead audit-ready operations. Some of the key skills and knowledge I will gain include:

- HACCP System Design & Validation
- Hazard Analysis & CCP Determination
- FSMA Preventive Controls & Compliance
- PRP and GMP Implementation
- Allergen, Sanitation & Supplier Risk Management
- Audit Readiness & Regulatory Inspection Preparedness
- Traceability, Recall Management & Digital Food Safety Systems

I believe these capabilities will be invaluable to both my personal development and our team's success. Upon completing the program and passing the exam, I will earn the globally recognized Certified Global Food Safety and HACCP Compliance Manager (CFS™) designation, which will validate my leadership in food safety and reinforce our organization's commitment to regulatory excellence, consumer trust, and operational integrity. I am confident that this training will bring measurable value to our team and our compliance capabilities.

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

Sincerely,  
Your Name