



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

Date

Dear {Manager},

I would like to request approval to enroll in UK Import Export Control, Sanctions Regulations and Trade Compliance program to strengthen my expertise in managing compliant trade operations across UK and international jurisdictions. By attending this program, it will significantly enhance my ability to navigate complex trade regulations, reduce financial and regulatory risk, and support compliant decision making across cross-border transactions.

Led by Sarah Hurst, an experienced global trade compliance specialist, this program will strengthen my capability to manage import/export controls, sanctions compliance, and trade regulations. It will develop advanced expertise in UK customs law, export control frameworks, sanctions regimes, documentation standards, and risk management. I will also gain a deeper understanding of HMRC requirements, export licensing, preferential origin rules, and international sanctions alignment, enabling me to anticipate compliance risks and apply structured approaches across jurisdictions. These capabilities will enhance my ability to manage trade operations efficiently, reduce compliance exposure, and ensure alignment with UK and global regulatory requirements. Some of the key skills this program will bring include:

- UK Customs and Trade Compliance Frameworks
- Export Controls and Licensing Requirements
- Sanctions Regulations and Screening Frameworks
- Documentation and Customs Procedures
- Supply Chain Due Diligence
- Trade Compliance Risk Management

I believe these skillsets will strengthen my ability to manage trade compliance risks, ensure our organization's adherence to regulatory requirements, and support efficient and compliant cross-border operations. The knowledge gained will enhance our internal governance, reduce exposure to penalties, and improve the consistency and control of trade compliance practices across the organization.

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

Sincerely,  
Your Name