



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

Date

Dear {Manager},

I am writing to seek your approval to enroll in the California Mandatory Climate Disclosure Laws, GHG Reporting and Climate Financial Risk Disclosure Compliance program to strengthen my ability to assess how California's evolving climate disclosure requirements apply to our organization, identify potential reporting and compliance gaps, and translate regulatory obligations into practical actions. By developing these capabilities, I will be better equipped to support accurate and defensible climate reporting, enhance regulatory preparedness, and contribute to stronger climate governance across the organization.

Led by Michele Grossman, an experienced climate disclosure and sustainability reporting expert, this program provides practical approaches that I can apply directly to our climate reporting and compliance activities. Through instructor-led training and practical exercises, I will learn how to strengthen emissions reporting, assess physical and transition climate risks, and establish more robust disclosure governance. The program also examines anti-greenwashing requirements, climate scenario analysis, and alignment across major reporting frameworks, enabling me to help develop more assurance-ready climate disclosures. Some of the key skills this program will bring include:

- GHG Accounting And Emissions Reporting
- Scope 1, Scope 2, and Scope 3 Reporting
- Climate Scenario Analysis & Financial Risk Assessment
- Assurance Readiness and Internal Controls
- Anti-Greenwashing Risk Management
- Climate Disclosure Governance
- Multi-Framework Reporting Alignment

I believe these capabilities will be highly valuable to both my professional development and our organization. Upon completing this program, I will be better equipped to strengthen climate disclosure compliance, improve GHG reporting and assurance readiness, and contribute to more effective climate risk and governance decisions. I will also be able to apply the learning directly to our reporting and compliance activities and share relevant frameworks and practical approaches with colleagues, helping extend the value of the training beyond my individual role.

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

Sincerely,
Your Name