



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

Date

Dear {Manager},

I would like to seek your approval to enroll in the Chartered Internal Controls Auditor (CICA™) program to strengthen my capabilities in internal controls auditing, risk management, and governance. By participating, this program will enhance my ability to identify control weaknesses earlier, evaluate risk exposure more effectively, and provide stronger assurance over critical business processes. I expect to apply these capabilities directly to improving control effectiveness, reducing financial and compliance exposure, and supporting better-informed management decisions.

Led by Pierre Faddoul, a highly experienced finance, audit, and investment expert, this program provides practical guidance on evaluating and strengthening internal control environments. I will develop the ability to conduct risk-based audits, assess control design and operating effectiveness, and translate audit findings into clear, actionable recommendations. These capabilities can help our organization identify vulnerabilities earlier, prioritize remediation efforts, strengthen accountability, and improve overall audit effectiveness. Some of the key skills and knowledge I will gain include:

- Internal Controls Auditing
- Enterprise Risk Assessment
- Risk-Based Audit Planning
- Control Design & Effectiveness Testing
- Process Mapping & Control Analysis
- ITGC & Cybersecurity Auditing
- Fraud Risk & Compliance Auditing
- Continuous Controls Monitoring
- AI-Enabled Audit Analytics

I believe these capabilities will deliver meaningful value to our organization while advancing my professional development. Upon successfully completing the program and passing the exam, I will earn the **Chartered Internal Controls Auditor (CICA™)** designation, demonstrating advanced capability in internal controls auditing, risk management, governance, and assurance. I am confident that the knowledge and practical skills gained will help improve control reliability, accelerate the remediation of identified weaknesses, and enhance regulatory compliance.

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

Sincerely,
Your Name