



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

Date

Dear {Manager},

I would like to enroll in the Certified Carbon Accounting & Scope 1,2,3 Emissions Reporting Professional (CCAR™) program to strengthen my capabilities in corporate carbon accounting and emissions reporting. By attending this program, I will strengthen my ability to measure, manage, and report Scope 1, Scope 2, and Scope 3 emissions using robust GHG accounting methodologies. This will help our organization improve reporting accuracy and strengthen assurance readiness. It will also support regulatory compliance and progress toward our decarbonization objectives.

Led by Ruy Campos Dugone, an internationally recognized sustainability and carbon expert, this program will strengthen my ability to improve the quality, governance, and assurance readiness of our carbon reporting. I can apply these capabilities to reduce data gaps, strengthen internal controls, and support more reliable Scope 1, 2, and 3 reporting. This will help our organization respond more effectively to disclosure requirements, improve decision-making, and direct decarbonization efforts toward areas with the greatest business impact. Some of the key skills and knowledge this program will bring include:

- GHG Inventory Design and Management
- Scope 1, 2 and 3 Emissions Accounting
- Emission Factor Selection and Activity Data Management
- Scope 3 Data Quality and Supplier Engagement
- Carbon Data Governance and Internal Controls
- GHG Assurance Readiness and Documentation
- Climate Disclosure and Decarbonization Strategies

I believe these skillsets will help me strengthen the accuracy and reliability of our GHG inventories, improve internal reporting controls, and support assurance readiness. I will also be better equipped to address Scope 3 data gaps and contribute to credible emissions reduction strategies. Upon successfully completing the program and passing the Chartered exam, I will earn the CCAR™ designation, further validating the technical expertise I can apply within our organization.

I would greatly appreciate your approval to attend this online program and apply the knowledge gained to strengthen our organization's carbon accounting, emissions reporting, and decarbonization initiatives.

Sincerely,
Your Name