



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 Certified U.S. Import Export Controls, Sanctions Regulations and Trade Compliance program. As U.S. trade enforcement intensifies, even small compliance gaps can lead to costly penalties, investigations, and disruption. This program will strengthen my ability to identify compliance risks earlier, improve transaction reviews and internal controls, and support more informed decisions across our international trade activities.

Led by Robert Kossick, an accomplished international trade and customs practitioner, this program focuses on practical approaches that I can apply directly to our trade compliance activities. I will learn to apply reasonable care, manage HTSUS and ECCN classifications, strengthen import compliance, and navigate EAR and ITAR requirements. I will also build capability in export licensing, restricted party and sanctions screening, OFAC compliance, enforcement actions, disclosures, and mitigation. Essentially, the program will help me translate regulatory requirements into defensible controls, risk assessments, and compliance processes that improve our readiness for regulatory scrutiny. Some of the key skills this program will bring include:

- Import Compliance, Reasonable Care and Risk Assessment
- HTSUS, ECCN and Country of Origin Classification
- EAR and ITAR Export Controls
- Export Licensing, Clearance and Screening
- Restricted Party and Sanctions Screening
- OFAC Licensing and Sanctions Compliance
- Trade Enforcement, Disclosures and Mitigation

I believe these capabilities will be highly valuable to both my professional development and our organization. Upon completion, I will be better equipped to identify issues before transactions proceed, strengthen screening and internal controls, and support consistent, well-documented decisions across import, export, and sanctions activities. I can also share the frameworks, checklists, and practical approaches with relevant colleagues, helping extend the value of the training across the team and reinforce our overall compliance readiness.

I would appreciate your approval to attend this online program and apply the learning directly to our international trade compliance activities.

Sincerely,
Your Name