



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 Australia Mandatory Climate Reporting and Sustainability Disclosure Compliance program. As Australia's climate reporting requirements take effect, organizations need well-governed, supportable information that is ready for external scrutiny. This program will strengthen my ability to interpret reporting obligations, assess climate-related risks, and improve the data controls and disclosure processes supporting credible sustainability reporting across our organization.

Led by Larissa Michelsen, an accomplished climate risk and sustainability reporting leader, this program combines regulatory interpretation, practical implementation, and management application. I will learn to determine reporting obligations, define reporting boundaries, and apply materiality principles with greater confidence. I will also strengthen my ability to improve emissions accounting, enhance climate data controls, and prepare for assurance. The program further develops capability in scenario analysis, transition planning, and sustainability statement preparation. These skills will help me produce more consistent, defensible, and decision-useful climate reporting while reducing compliance and greenwashing risk. Some of the key skills this program will bring include:

- Australia Mandatory Climate Reporting Compliance
- Climate Reporting Governance and Materiality Assessment
- Scope 1, 2 and 3 Emissions Accounting
- Climate Data Governance and Internal Controls
- Climate Scenario Analysis and Stress Testing
- Assurance Readiness and Sustainability Reporting
- Transition Planning and Greenwashing Risk Management

I believe these capabilities will be highly valuable to both my professional development and our organization. Upon completion, I will apply the frameworks directly to our climate reporting activities and share relevant tools and lessons with colleagues across sustainability, finance, risk, and governance. This will help strengthen consistency, documentation, internal controls, and organizational readiness for assurance and regulatory scrutiny.

I would appreciate your approval to attend this online program and apply the learning directly to strengthen our climate reporting and sustainability disclosure activities.

Sincerely,  
Your Name