



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

Date

Dear {Manager},

I would like to enroll the Certified EPC Project Manager (CEPC™) program to further enhance my EPC project management skills and I would like to gain your approval to attend this program. By attending this accredited program, I will learn effective project management, cost management and risk mitigation strategies to effectively lead our organization's EPC Projects to success and thereby driving enhanced business results and revenue.

Led by Marco de Booij, a renowned EPC Projects expert, this program will help me gain in-depth understanding on the essential skills and competencies necessary to transform our business by navigating complex EPC projects efficiently through project planning, scoping, scheduling, budgeting, reporting and so on. Moreover, the program will cover proven best practices and real case studies to leverage best practises and build effective technqiues for best business outcomes and to lead successful projects. Some of the key skills this program will bring include:

- EPC Project Management
- Risk Management
- Contract Negotiation
- Bid Management
- Earned Value Analysis
- Budget Management
- Quality Control
- Project Planning/ Scoping/ Scheduling
- EPC Design operation

I believe these skillsets will prove invaluable to me and you can be assured that after attending this online program, I will be able to contribute further to our organization's continued growth and success by driving business results through effectie project management. In addition, this program will allow me to earn the Certified EPC Project Manager (CEPC™) designation which I believe will significantly add high value to our organization and build credibility.

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

Sincerely,  
Your Name