



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

Date

Dear {Manager},

I would like to request approval to enroll in the Certified Canada Tax Reporting & Regulatory Compliance Professional (CTR™) program in order to strengthen my expertise in Canada's corporate tax framework, regulatory reporting requirements and CRA compliance expectations. By attending, this program will significantly enhance my ability to manage complex tax obligations, support accurate filings, and strengthen our internal compliance practices. The knowledge I gain will help me align our processes with federal and provincial tax regulations, reduce exposure to audit risks, and reinforce our organization's overall tax governance structure.

Led by Natalie Yunes, a highly accomplished Canadian tax specialist with over 30 years of experience, this program will enable me to strengthen our corporate tax reporting accuracy, enhance our GST/HST compliance frameworks, and develop more robust transfer pricing documentation, areas that are increasingly scrutinized during CRA audits. Beyond foundational compliance, this program also covers advanced cross-border tax issues, SRED optimization, and Pillar Two implications affecting our multinational operations. Most importantly, the program's focus on tax governance and internal controls will enable me to build defensible compliance systems that mitigate reassessment risk, align tax strategy with organizational objectives, and support more informed business decisions while protecting our bottom line. Some of the key skills this program will bring include:

- Corporate Tax Reporting
- Regulatory Compliance
- CRA Audit Readiness
- Cross-Border Tax Analysis
- Indirect Tax Frameworks
- IFRS/GAAP Interpretation
- Tax Governance and Internal Controls

I believe these skillsets will prove invaluable in strengthening my ability to support our tax reporting processes, reduce compliance risks, and contribute meaningfully to our organization's commitment to maintaining accurate, defensible, and compliant tax practices. I am confident that the knowledge I gain from this program will significantly enhance our operational credibility and regulatory alignment.

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

Sincerely,  
Your Name