



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

Date

Dear {Manager},

I would like to enroll the Certified Sustainable Procurement Manager (CSP™) Program to further enhance my knowledge in my sustainable procurement and I would like to gain your approval to attend this program. As our organization continues to prioritize sustainability and strives to achieve our sustainable development goals, I believe that attending this accredited program will significantly enhance my knowledge and skills in sustainable procurement, enabling me to contribute more effectively to our team's success.

By participating in this program, I will gain a comprehensive understanding of how to integrate sustainability into our procurement processes, aligned with the ISO 20400 sustainable procurement standards. This knowledge will empower me to develop and implement a robust, integrated procurement framework that incorporates sustainability at every stage, from supplier evaluation and procurement policy to life cycle cost analysis and compliance with environmental and social standards. Moreover, this program will equip me with the skills to effectively report on sustainable procurement performance, integrate sustainability criteria into procurement decisions, and mitigate procurement-related risks. These competencies are crucial for our organization to maintain a competitive edge and navigate the increasingly complex regulatory landscape. Some of the key skills this program will bring include:

- Sustainable Procurement Principles & Policies
- ISO 20400 Guidelines
- Sustainable Procurement Lifecycles
- Sustainable Supplier Selection & Evaluation
- Ethical Sourcing
- Circular Procurement Strategies
- Sustainable Product and Service Specification
- Sustainable Procurement Legal Framework

I believe these skillsets will prove to me invaluable to me and you can be assured that after attending this online program, I will be able to contribute even further to our organization's sustainability efforts in building a more resilient procurement framework. I strongly believe that the key skills that I will gain from this program will also significantly enhance our performance and team credibility.

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

Sincerely,
Your Name