



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

Date

Dear {Manager},

I would like to enroll the Certified Net Zero Carbon Emissions Leader (CNZ™) Program to further enhance my knowledge in carbon emissions and carbon footprint reduction strategies that can align our organization's sustainability efforts in achieving net zero emission goals. By attending this program, it will not only align our organization with science-based net zero targets but will also help us evaluate our organization's current carbon footprint, devise actionable net zero plans, and monitor the progress against our organization's carbon reduction goals.

Led by Dr. Heather Eliezer, a prominent environmental scientist and researcher, this program will also help me to acquire knowledge pertaining to fundamental concepts, including the fundamentals of climate change, greenhouse gas accounting, and strategies for emissions management. Furthermore, it will harness my comprehension of emission scopes, data management, and provide invaluable insights into critical carbon reduction strategies, which are indispensable for advancing our organizational sustainability objectives. Some of the key skills this program will bring include:

- Carbon Accounting
- Carbon Footprint Assessment
- Greenhouse Gas Accounting
- GHG Protocols
- Sustainability Reporting
- Carbon Offsetting
- Carbon Sequestration
- Emission Reduction (Scope 1,2,3)

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 carbon reduction efforts in achieving net zero emission target. 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