



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

Date

Dear {Manager},

I would like to enroll the Certified Sustainability Reporting Manager (CSRTM) program to further enhance my sustainability reporting skills and I would like to gain your approval to attend this program. By attending this accredited program, it will strengthen my overall knowledge in identifying and prioritizing our organization's sustainability issues and how to report them in a meaningful and transparent way.

Led by Marina Mattera, a sustainability, innovation and circular economy advocate, this program will help me to navigate UNGC guidelines and GRI reporting standards to improve our organization's sustainability reporting obligations. The program will cover impactful best practices and theories that will improve my knowledge to evaluate the effectiveness of our organization's sustainability reporting and assess areas for improvement with innovative approaches in addressing sustainability challenges. Some of the key skills this program will bring include:

- Sustainable Performance Goals And Metrics
- Sustainable Report Requirements Analysis
- Materiality Assessment
- GRI Standards
- Sustainability Accounting Standards Board (SASB) Standards
- Sustainable Performance Indicators
- UNGC Reporting Framework
- Sustainable Development Goals (SDGs)

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 sustainable development goals particularly in developing robust sustainable reporting framework. In addition, this program will allow me to earn the Certified Sustainability Reporting Manager (CSRTM) designation which I believe will significantly add high value to our organization and team's credibility.

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

Sincerely,
Your Name



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