



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

Date

Dear {Manager},

I would like to enroll Chartered Financial Modeling Professional (CFMP™) program to further enhance my financial modeling skills and I would like to gain your approval to attend this program. By attending this accredited program, it will strengthen my overall ability to develop sophisticated financial models which can help to improve our organization's financial forecasting, budgeting, business analysis and capital budgeting decisions.

Led by Duncan Williamson, an award winning author and financial thought leader, this program will also help me improve my Excel skills and bring it to a new level to streamline our organization's financial data analysis, reporting and planning process. Additionally, the program will cover financial risk modeling (including Monte Carlo simulations and risk sensitivity analysis).

Some of the key skills this program will bring include:

- Advanced Financial Modeling
- Financial Forecasting, Budgeting and PLanning
- Investment Appraisal
- Business Analysis
- Risk Modeling and Analysis
- Excel Macros and VBA
- Financial Data Analysis and Strategic Financing Planning

I believe these skillsets will prove to be 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 strategic financial planning process. In addition, this program will allow me to earn the Chartered Financial Modelling Professional (CFMP™) designation which I believe will significantly enhance our performance and team credibility.

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

Sincerely,  
Your Name