



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

Date

Dear {Manager},

I would like to enroll Certified Lean Six Sigma Green Belt program to further enhance my process improvement 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 implement continuous improvement methodologies of Lean Six Sigma which can help to optimize our organization's process and operations by reducing costs, wastage and drive operational excellence.

Led by Luca Chiasserini, a seasoned Six Sigma Master and thought leader, this program will also help me leverage on the benefits of continuous flow and pull system that can increase our organization's flow efficiency and optimize organization's resources. Additionally, the program will also cover design techniques in creating value stream maps and adopt them to improve our organization's internal workflows, bringing more value to both the end-customer and the bottom line. Some of the key skills this program will bring include:

- Value Stream Mapping
- Kaizen
- DMAIC
- Lean Principle Pull
- Lean Principle Continuous Flow
- Cross-Functional Process Mapping
- Lean Principle Cadence

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 operational excellence and continuous improvement. In addition, this program will allow me to earn the Certified Lean Six Sigma Green Belt 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